

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

34

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/24/2013		2. CONTRACT NO. (If any) EP-C-12-055		6. SHIP TO: a. NAME OF CONSIGNEE CPOD	
3. ORDER NO. 0008		4. REQUISITION/REFERENCE NO. PR-OW-13-00286			
5. ISSUING OFFICE (Address correspondence to) (FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268				b. STREET ADDRESS US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD	
				c. CITY Cincinnati	d. STATE OH
				e. ZIP CODE 45268	
7. TO: a. NAME OF CONTRACTOR TETRA TECH, INC.				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 10306 EATON PLACE STE 340				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY FAIRFAX		e. STATE VA	f. ZIP CODE 220302201		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE CPOD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT Destination					

13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 365 Days After Award	16. DISCOUNT TERMS
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17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) 2013 Watershed Academy and Communications Support TOPO: Anne Weinberg Max Expire Date: 03/31/2016 Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center						\$99,995.77
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$99,995.77
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)	23. NAME (Typed) Courtney Stallworth TITLE: CONTRACTING/ORDERING OFFICER
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ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
07/24/2013

CONTRACT NO.
EP-C-12-055

ORDER NO.
0008

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268 Period of Performance: 07/24/2013 to 06/30/2014</p> <p>Provide services in accordance with attached Performance Work Statement entitled, "2013 Watershed Academy and Communications Support." This task order award is a result of RFP PR-OW-13-00286 (2013-020).</p> <p>Level of Effort: 1084</p> <p>The government will make provisional fixed fee payments on the basis of percentage of work completed. For CPFF-term-type task orders, percentage of work completed is the ratio of direct labor hours performed to the direct labor hours ordered.</p> <p>Accounting Info: 13-14-B-87FL-202BD4X25-2505---1387LE30 03-001 BFY: 13 EFY: 14 Fund: B Budget Org: 87FL Program (PRC): 202BD4X25 Budget (BOC): 2505 DCN - Line ID: 1387LE3003-001 Funding Flag: Complete Funded: \$50,000.00 Accounting Info: 13-14-B-87FL-202BD4XUW-2505---1387LE30 03-002 BFY: 13 EFY: 14 Fund: B Budget Org: 87FL Program (PRC): 202BD4XUW Budget (BOC): 2505 DCN - Line ID: 1387LE3003-002 Funding Flag: Complete Funded: \$5,000.00 Accounting Info: 13-14-B-87EJ-202BD4X22-2505---1387LE30 03-003 BFY: 13 EFY: 14 Fund: B Budget Org: 87EJ Program (PRC): 202BD4X22 Budget (BOC): 2505 DCN - Line ID: Continued ...</p>				99,995.77	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$99,995.77

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OPTIONAL FORM 348 (Rev. 4/2006)
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**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

07/24/2013

EP-C-12-055

0008

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>1387LE3003-003</p> <p>Funding Flag: Complete</p> <p>Funded: \$5,000.00</p> <p>The Government will make provisional fixed fee payments on the basis of percentage of work completed. For CPFF-term type task orders, percentage of work completed is the ratio of direct labor hours performed to the direct labor hours ordered.</p>					
0002	<p>Option Period 1- Provide services in accordance with attached Performance Work Statement entitled, "2013 Watershed Academy and Communications Support." This task order award is a result of RFP PR-OW-13-00286 (2013-020).</p> <p>Level of Effort: 1055</p> <p>The government will make provisional fixed fee payments on the basis of percentage of work completed. For CPFF-term-type task orders, percentage of work completed is the ratio of direct labor hours performed to the direct labor hours ordered.</p> <p>(Option Line Item)</p> <p>05/02/2014</p>					
0003	<p>Option Period 2- Provide services in accordance with attached Performance Work Statement entitled, "2013 Watershed Academy and Communications Support." This task order award is a result of RFP PR-OW-13-00286 (2013-020).</p> <p>Level of Effort: 1030</p> <p>The government will make provisional fixed fee payments on the basis of percentage of work completed. For CPFF-term-type task orders, percentage of work completed is the ratio of direct labor hours performed to the direct labor hours ordered.</p> <p>(Option Line Item)</p> <p>05/02/2015</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

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**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
07/24/2013

CONTRACT NO.
EP-C-12-055

ORDER NO.
0008

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0004	<p>Option Period 3- Provide services in accordance with attached Performance Work Statement entitled, "2013 Watershed Academy and Communications Support." This task order award is a result of RFP PR-OW-13-00286 (2013-020).</p> <p>Level of Effort: 1005</p> <p>The government will make provisional fixed fee payments on the basis of percentage of work completed. For CPFF-term-type task orders, percentage of work completed is the ratio of direct labor hours performed to the direct labor hours ordered.</p> <p>(Option Line Item) 05/03/2016</p>					
0005	<p>Option Period 4- Provide services in accordance with attached Performance Work Statement entitled, "2013 Watershed Academy and Communications Support." This task order award is a result of RFP PR-OW-13-00286 (2013-020).</p> <p>Level of Effort: 986</p> <p>The government will make provisional fixed fee payments on the basis of percentage of work completed. For CPFF-term-type task orders, percentage of work completed is the ratio of direct labor hours performed to the direct labor hours ordered.</p> <p>(Option Line Item) 05/02/2017</p>					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

PERFORMANCE WORK STATEMENT
TSAWP Multiple-Award Contracts
EP-C-12-055
Task Order 0008
Watershed Academy and Communications Support

A. BACKGROUND

This task order provides support for EPA's Watershed Academy (see www.epa.gov/watershedacademy) that has been a focal point in EPA for promoting implementation of watershed approaches since 1994. The task order will help support Watershed Academy Webcasts/Webinars and live training as well as development of online Web-based modules and the preparation of other watershed-related outreach/tech transfer documents/multimedia products. Task Order support will also include providing communications support for other water/watershed related issues.

For the base period and each option period, the contractor shall carry out several tasks related to the development of training and outreach materials for the Watershed Academy and as well as other communications/outreach support activities to promote protection and restoration of watersheds. This task order includes activities of low to moderate technical complexity, involving transforming watershed science materials provided by the EPA Task Order Project Officer (TOPO) into effective online training modules, live Webcasts/Webinars, training courses, updating the Catalog of Federal Funding for Watershed Protection Internet database, general support for the Watershed Academy and related watershed communications activities. Key activities under this task order include:

- Kick off meeting at the beginning of the base period and the succeeding four option periods and communications during each of these periods.
- Maintaining and updating Website and online modules for the "Watershed Academy Web" which is an Oracle/Cold Fusion database (see www.epa.gov/watertrain)
- Developing/completing new Watershed Academy Web-based distance learning training modules;
- Conducting live Watershed Academy Webcasts/Webinars (see www.epa.gov/watershedwebcasts);
- Updating the Catalog of Federal funding database (see www.epa.gov/watershedfunding; and
- General communications support for the Watershed Academy and other water/watershed topics.

B. QUALITY ASSURANCE

Quality Assurance (QA) is an important component of EPA's work to assure that minimum quality standards are attained. The contractor shall follow the Quality Management Plan (QMP) that has been customized and incorporated into this TSAWP contract. In addition, the contractor shall document the processes for Quality Assurance that it will follow for the tasks under this

Task Order in a brief Quality Statement (QS). The QS should document the contractor's processes for assuring quality, e.g., standards for accepting and citing existing information (most recent literature, acceptable sources, online resources) method for resolving conflicts in data or information; determining and documenting deviations from processes, (e.g., acceptance criteria).

The Quality Statement shall be submitted to the EPA TOPO for EPA review and approval (see sample Quality Statement attachment). The Quality Statement shall include any Standard Operating Procedures that are relevant to the tasks in the task order. Any quality assurance documents prepared under this task order are not proprietary and may be made publicly available. EPA's Watershed Academy has always emphasized the production of high quality products and toward that end has included the following QA tasks to ensure high quality products for each of the tasks:

Task 1 – There will be a kick-off meeting at the beginning of the base period and each subsequent option period and monthly calls. At the kick-off meeting the QA protocols will be discussed and expectations for monthly calls will be reiterated. At the kick off meeting in each subsequent Option period, QA/QC issues from the previous option period will be discussed, as appropriate, and the contractor shall document any revisions to the QA processes in a revised Quality Statement and submit the revised QS to the EPA TOPO for EPA review and approval.

Task 2 – New online modules must go through a peer review process. The TOPO will identify three peer reviewers (i.e., EPA HQ/Regional staff, state staff or other non-contractor technical experts) who will review each new online module. The contractor shall incorporate peer review comments that are straight-forward and will identify remaining comments where the TOPO's input is needed to address the comments. The contractor shall work with the TOPO to ensure that all comments are addressed and incorporated into the final module, as appropriate.

Online modules may be translated into Spanish as part of this task order. Modules that are translated into Spanish will also need to be peer reviewed to verify that the translation is accurate. Peer review comments on translations will need to be addressed and incorporated into final modules, as appropriate.

Task 3 – The TOPO will choose Webcast speakers who are knowledgeable about the specific Webcast topics and ensure that PowerPoint slides are reviewed by EPA staff for technical accuracy prior to Webcasts. In addition, Webcast participants can submit questions during the Webcast. Also, there will always be an evaluation form for each Webcast. These are two mechanisms for the public to provide feedback on the quality of the Webcast materials. Webcasts are archived and the contractor shall make corrections to the archives, as needed, to correct technical information presented. Finally, the following disclaimer will continue to be included on Webcast flyers and shared at the introduction of each Webcast:

"The materials in this Webcast have been reviewed by EPA staff for technical accuracy. However, the views of the speakers and the speakers organizations are their own and do not necessarily reflect those of EPA. Mention of commercial enterprises, products, or publications does not mean that EPA endorses them."

In addition, for any live training course conducted under this task, trainers should be knowledgeable about the specific topics covered and the TOPO should ensure that PowerPoint slides and other training materials are reviewed by EPA staff for technical accuracy prior to the live training course. In addition, there should always be an evaluation form for each live training course and an opportunity for participants to ask questions during the training. These are two mechanisms for the participants to provide feedback on the quality of the training course and its materials.

Task 4 – The TOPO will work carefully to ensure that Webinar speakers are knowledgeable about the specific EPA Internet Tools or other watershed-related topics to be covered in each Webinar. PowerPoint slides used as part of Webinars will be reviewed by EPA staff for technical accuracy prior to the Webcast. In addition, when the contractor is presenting a Webinar on an Internet tool, the contractor shall prepare an annotated outline with screen shots of information to be presented in the Webinars and this outline will be reviewed by the TOPO and appropriate EPA staff. This review will be used to ensure technical accuracy prior to the Webinar and to make sure that important/new aspects of the application are presented in the Webinar. Webinar participants are also able to submit questions during the Webinar and this provides a mechanism for the public to provide feedback on the quality of the Webinar materials. In addition, the contractor shall prepare an evaluation form at the end of each Webinar for participants to provide feedback on the Webinars. Webinars are archived and the contractor shall make corrections to the archives, as needed, to correct technical information presented. Finally, the following disclaimer will continue to be included on Webinar flyers and shared at the introduction of each Webinar:

“The materials in this Webinar have been reviewed by EPA staff for technical accuracy. However, the views of the speakers and the speakers organizations are their own and do not necessarily reflect those of EPA. Mention of commercial enterprises, products, or publications does not mean that EPA endorses them.”

Task 5 – Under this task, the contractor shall update the Catalog of Federal Funding for Watershed Protection annually to provide the latest funding and other information on approximately 90 Federal funding programs for watershed protection related work. Each year the Contractor assists in updating this database to include the most up-to-date information about these funding programs. The contractor shall send emails to the contacts from Federal agencies and work to get updated information to update the database. The contractor shall use information from the contacts and in some cases, their Websites, to update the Catalog.

Task 6 - The contractor provides technical, editorial and graphic support under this task for a wide variety of products including:

technical, editorial, graphic support and a limited number of copies of the Watershed Academy or other Agency publications and developing or assisting in completing draft/final products including: Websites, educational signage/posters/displays, fact sheets, briefing materials, reports, and multi-media products such as online videos, CDs, DVDs, Beta SP, and Digibeta tapes, or other products.

TASK 7 - The contractor shall provide a brief final report on the status of all benchmarks, deliverables and milestones after the Base Period and each subsequent Option Period. This final report will identify any QA issues, if any.

Services and agreed upon deliverables shall be prepared in accordance with the schedules indicated below for each task and in accordance with QA outlined in the task order. The contractor shall revise any draft products in response to EPA's or peer reviewers (or other processes specific in the TO), in response to written technical direction by the TOPO.

C. TASKS

TASK 1: Kickoff Meeting, Reporting and Communication

The contractor shall participate in a Kickoff Meeting with the EPA Task Order Project Officer (TOPO) either in person or via conference call to discuss the following: points of contact, roles and responsibilities, Quality Assurance protocols, timelines, the schedule of benchmarks, milestones and deliverables, establish dates and time for monthly calls, and monthly technical progress reports and general Task Order administrative information.

The contractor shall submit a Draft Quality Statement (QS) to the EPA TOPO prior to the kickoff meeting. The QS shall include any Standard Operating Procedures that are relevant to the tasks in the task order. Specifically, the contractor shall include the Quality Assurance Tasks listed in Section B. above in the Draft QS. The EPA TOPO will review the Draft QS and provide written feedback to the contractor. The contractor shall prepare a final QS incorporating comments and provide the final QS to the EPA TOPO. At the kick off meeting in each subsequent Option periods, QA/QC issues from the previous option period will be discussed, as appropriate, and the contractor shall document any revisions to the QA processes in a revised QS and submit the revised QS to the EPA TOPO for EPA review and approval. Any quality assurance documents prepared under this task order are not proprietary and may be made publicly available.

The EPA TOPO will coordinate and set-up monthly working calls between EPA staff and the contractor's technical lead to discuss the status and progress of the work under this Task Order. The contractor shall participate in these monthly calls. The frequency of the monthly conference calls may be modified based on project status at the request of the contractor and only as approved by EPA. Generally, the contractor shall provide meeting summaries after the monthly calls within five (5) business days in draft form for the TOPO to review, the TOPO will provide any edits and/or comments on the meeting minutes; then final written meeting summaries shall be provided within five (5) business days after receipt of comments from the TOPO. Meeting summaries should include a spreadsheet showing the amount of funds spent on a particular task and projected additional funds needed, and should include annotated notes, as needed.

The contractor shall notify the EPA TOPO of any problems, delays or questions as soon as they arise, including immediate notification of any quality assurance issues, and Task Order delays. The contractor shall provide a monthly progress report in accordance with contract requirements

which will be used for invoice review purposes. All reporting shall be provided in accordance with PWS Sections G & H: **Reporting and Deliverables (General Performance)**.

Task 1 Deliverables:

- Draft Quality Statement for EPA review and approval
- Final Quality Statement for EPA approval (revised Quality Statement, if any in subsequent option periods)
- Monthly conference calls and meeting minutes
- Immediate notification to TOPO of any delays,
- Monthly progress reports and
- Timely Communication

See Contract Level "Surveillance Plan" for specific performance standards and indicators related to this Task. All written materials must be compliance with Section 508 of the Americans with Disabilities Act.

TASK 2: Provide Maintenance of Watershed Academy Web Database and Development of New Modules

EPA's Watershed Academy Web, an online training program on watershed management, at www.epa.gov/watertrain, was updated and put into a Cold Fusion/Oracle database in 2007. This database was built to house the Watershed Academy Web and its approximately 50 online Web modules. This new database was posted on the EPA server in 2010. The contractor shall provide maintenance for updating of the Watershed Academy Web, per written technical direction for the Base period and each Option Period. Examples of maintenance/updating tasks include: assisting with updates (e.g., fixing dead links, making text corrections, etc.) of the content in the database and migrating these updates to the EPA server; editing/updating existing modules or other aspects of the database; modifying templates for new training module formats; preparing Spanish translations of online modules (see QA procedures on page 2 of this task order to be followed for any translations of online modules); and assisting with the development of new training modules. The Website shall comply with all EPA Web standards posted at: <http://yosemite.epa.gov/oei/webguide.nsf/standards-guidance>.

The contractor shall develop or complete two (2) Web-based training modules for the database on specific topics identified by the TOPO in the Base Period and for each Option Period. The contractor shall review and improve these modules as deemed necessary and appropriate by such means as conducting a technical peer review, modifying the text and/or graphics, posting on the contractor's Internet server, and assisting with loading the modules to the database on the EPA server.

Regarding the peer review process, the TOPO will identify three peer reviewers (i.e., EPA HQ/Regional staff, state staff or other non-contractor technical experts) who will review each new online module. The contractor shall incorporate peer review comments that are straight-forward and shall identify remaining comments where the TOPO's input is needed to address the

comments. The contractor shall work with the TOPO to ensure that all comments are addressed and incorporated into the final module, as appropriate.

Each of the modules shall be delivered (i.e. made available on the contractor's Website) incrementally as they are developed, in a minimum of two (2) draft versions for each module. The first draft shall be complete and Web-accessible but as-yet un-reviewed by TOPO or external reviewers; the second and/or final draft shall have incorporated editorial feedback from the TOPO and peer reviewers, and shall be a reviewed, high quality draft Website for easy finalization on the EPA Website. The contractor shall also develop a PDF version of each of the two Web modules that is easy to download with a single command.

Examples of possible modules to be developed or updated include:

- **"Nutrient Management"** – Nutrient management is a high priority water quality issue and contractor assistance is needed to develop a new online module on this topic. The Watershed Academy Web has an existing module on this topic (e.g., Nonpoint Source Pollution with Nitrogen and Phosphorus) but this module is a link to a 1998 paper and we would like to prepare an updated module with the latest scientific/management information. We have some draft PowerPoint presentations on nutrients plus our Nutrient Website at <http://www.epa.gov/nutrientpollution> which can be a starting point for developing a new module on this topic.
- **"Key EPA Internet Tools for Watershed Protection"** - Contractor assistance is needed to complete the development of an online module on this topic building on an earlier live training course and online materials that are posted at http://water.epa.gov/learn/training/wacademy/epatools_index.cfm. To prepare the draft online module, contractor assistance will be needed to prepare PowerPoint slides plus notes on key EPA Internet Tools for watershed protection, and then work with the EPA TOPO to conduct technical peer review, incorporate peer review comments and assist with adding it to the Watershed Academy Web Cold Fusion, Oracle database that is posted on EPA's server.
- **Other modules** related to EPA's monitoring, TMDL/watershed, nonpoint source, stormwater, wetlands, oceans, climate change, urban watershed issues, smart growth, capacity building issues, and other watershed-related topics.

The contractor shall have experience in building/maintaining Cold Fusion Web pages with an Oracle back-end and experience in developing training materials.

TASK 3: - Support for Live Webcasts and Training Courses

EPA's Watershed Academy has conducted 73 Watershed Academy Webcasts since 2005 on a wide range of watershed/water topics (for more background on Webcasts see www.epa.gov/watershedwebcasts). Webcasts are typically conducted at 1:00pm to 3:00pm EST on week days. Attendees must register online in advance to participate in Webcasts. During the

Webcasts, trainees log onto the Web to participate in live training conducted by expert instructors. Participant computers must have the capability of playing sound in order to attend the Webcasts. In advance of webcasts, EPA posts PDF copies of the PowerPoint slides on the Website for participants to download. EPA's Watershed Academy also now offers a downloadable certificate to those that attend webcasts. For those that are not able to register for a Webcast, a streaming audio version of the training is made available after the live seminar and posted on the Web at www.epa.gov/watershedwebcasts.

Under this task the contractor shall provide assistance for at least four Webcasts annually using a Webcast platform that is able to accommodate a large number of attendees, **including up to 2,000 attendees**. The contractor shall provide logistical support for Webcasts, the streaming audio for the Webcast, and archiving of the Webcasts as identified below. The contractor shall assist with the delivery of each Webcast as requested by the TOPO.

The contractor shall provide the following logistical support for Webcasts including the following:

- Coordinating Webcast presentations with presenters including letting them know the deadlines for submitting Webcast presentations and other related materials;
- Providing travel support for up to one (1) Webcast presenter (e.g., technical expert, state agency staff person) to travel to Washington, DC to conduct their Webcast, as requested by the TOM via technical direction. Note: If the technical expert presenter is not able to pay for their travel expenses, the contractor shall pay their travel expenses as a subcontractor employee. The contractor shall employ or contract with the presenter(s) in order for the travel expenses to be approved and paid for. Travel expenses shall only be paid to the individuals performing a direct function of the contract. The contractor may not pay for travel for federal government employees.
- Preparing a 1-page flyer to publicize each Webcast, as needed;
- Preparing a list of "additional resources" for each Webcast related to each Webcast topic, as needed;
- Preparing a "certificate" for posting on the Web so that participants can download the certificate after the training;
- Preparing an evaluation form to use at the end of each Webcast and assisting with preparation of polling questions to use during the Webcast;
- Assisting with formatting and editing of Webcast presentations (e.g. adding introductory and question slides, removing animation and talking points, compressing slides and fixing other formatting problems);
- Providing a final PowerPoint file and PDF copy of the Webcast presentation;
- Answering email and phone questions related to the Webcasts;
- Preparing a draft "script" for moderators to use during the Webcasts to introduce and close the Webcasts and for the Q/A sessions and polling questions and serving as moderator, as needed.
- Conducting all or a portion of up to two (2) Webcasts including preparing and presenting PowerPoint presentation on topics such as the "ABCs of TMDLs or other topics, as requested by the TOM; and

- Assisting with follow-up activities after the Webcast such as summarizing number of Webcast attendees and polling data, and reviewing the closed captioning/archives for the Webcasts.

The contractor shall provide the following support for Streaming Audio Webcasts including the following tasks:

- The Webcast platform used by the contractor shall be able to accommodate a large number of attendees, including **up to 2,000 attendees**. The contractor shall set up a customized Webcast registration page with the EPA and Watershed Academy logos and information on the Webcast and the speakers. Contractor shall also provide a Webcast platform that includes an "audience view" of Webcast materials for participants including copies of the PowerPoint presentations, additional information such as speaker photos, PDF copies of PowerPoint presentations, live questions and answers, polling capabilities, feedback form, closed captioning during Webcasts, link to list of additional resources and certificate for Webcast;
- Conducting the live broadcast with synchronized slides and audio, including monitoring the audio and visual quality of the feeds throughout the broadcast;
- Providing certain features during the live Webcast, including: phone bridge for speaker participation from the DC area as well as other locations in the U.S., automatic slide advancement, instant polling, trouble shooting of participant problems, and live speaker chat.

Archiving Webcasts for Web:

- The contractor shall archive the Webcasts and save them in a format that is section 508 compliant, including closed captioning done during each Webcast, that EPA can use for posting on EPA's Website.
- The contractor shall provide to EPA two copies of a CD which include archived copies of each of the Webcasts suitable for posting on the EPA server. These archived Webcasts should be provided in archived format (including closed captioning) and MP4 format. The CDs shall be delivered via Federal Express, or similar courier service, to avoid irradiation to the TOPO's street address:

Anne Weinberg
United States Environmental Protection Agency
EPA West Building
1301 Constitution Avenue, NW
Room 7417K
Washington, DC 20004
Phone: 202-566-1217

The contractor shall provide support for delivery of 1-2 Watershed Academy training courses identified on the Watershed Academy Website at:
<http://water.epa.gov/learn/training/wacademy/wsatrain.cfm> (e.g., The Key EPA Internet

Tools for Watershed Protection training course at http://water.epa.gov/learn/training/wacademy/epatools_index.cfm, the Introduction to the Clean Water Act, CWA/SDWA course, Watershed Planning Course, Introduction to TMDLs).

Contractor support for live training shall include: designing course visuals and graphics; writing course talking points; developing a wide variety of course materials for exercises and handouts; storyboarding course organization and flow; providing technical speakers or presenters at the TOPO's request; meeting with the TOPO to plan and develop materials; providing logistical meeting support for training events including room/computer rentals; supporting travel of trainers to locations where training is delivered; developing train-the-trainer materials; and preparing/summarizing course evaluation forms. The end products envisioned for this part of the task are revisions and new additions to training packages (instructors' manual, visuals and trainee materials) for live 2-hour to 5-day training sessions. Live training may be done onsite or through the use of webinars.

Task 4: Support for a Webinars on Key EPA Watershed Internet Tools or Other Watershed/Water-Related Topics

The contractor shall provide support for Watershed Academy Webcasts that are delivered using webinar technology such as GotoWebinar, Live meeting or similar online webinar technology. The contractor shall work with the TOPO to develop at least eight (8) Webinars to educate states, EPA Regions, local watershed groups and other stakeholders on the application and use of key EPA Internet-based watershed tools, as well as other watershed/water-related topics. The contractor shall use a collaboration tool (e.g., GotoWebinar, Live meeting or similar online Webinar technology) for these Webinars. The Webinars shall demonstrate how to use key EPA Internet tools in an interactive seminar. Webinars have the advantage of being able to demonstrate Internet tools in real-time. In addition, Webinars will also be used to present just PowerPoint presentations on key watershed/water-related topics as identified by the TOPO.

These Webinars shall be approximately 1 ½ to 2 hours in length. Some of the Webinars will be presented by the contractor based on materials in the previously developed live course entitled ***Key EPA Internet-Based Tools for Watershed Management*** (see http://water.epa.gov/learn/training/wacademy/epatools_index.cfm)

The following are example Internet tools that shall be covered in the Webinars: Watershed Central/Wiki; Nonpoint Source Outreach Toolbox; WATERS; Enviromapper for Water; ATTAINS; and any other tools as requested by the TOPO through technical direction. The Webinars will also cover other watershed/water-related topics as identified by the TOPO.

The contractor shall work with the TOPO and the EPA lead for each of the tools/topics to make sure that the most up-to-date features/information are demonstrated in the Webinars. The EPA TOPO, Alternate TOPO if the TOPO is on leave or travel, the PO or the CO are the only individuals authorized to provide technical direction. The EPA lead, if not one of the individuals identified above, may engage in technical communications, but may not issue technical direction. For each of the eight Webinars, the contractor shall assist in setting up the Webinar, assist with preparing the course materials, incorporate comments from EPA TOPO prior to the Webinar, in some cases actually present the information and answer questions from the audience during the

Webinar. The contractor shall provide 2 copies of a CD recording of the Webinar in MP4 format and including a transcript so that the Webinars can be posted on the Watershed Academy Website.

The contractor shall use a similar approach to the development and conduct of the Webinars as identified for Webcasts in Task 2, including the following:

The contractor shall provide the following logistical support for Webinars including the following:

- Collaborating with the TOPO to identify the key EPA watershed Internet tools or other water/watershed-related topics to highlight in each Webinar. Where the contractor is presenting all or a portion of the Webinar they shall work to insure that new aspects of Internet tools are highlighted appropriately by sharing a **draft annotated outline of the Webinar** with screen shots in advance for review by the TOPO and key EPA staff identified for each of the Web tools
- Providing travel support for up to one (1) Webinar presenter (e.g., technical expert, state agency staff person) to travel to Washington, DC to conduct their Webinar, as requested by the TOM via technical direction. Note: If the technical expert presenter is not able to pay for their travel expenses, the contractor shall pay their travel expenses as a subcontractor employee. The contractor shall employ or contract with the presenter(s) in order for the travel expenses to be approved and paid for. Travel expenses shall only be paid to the individuals performing a direct function of the contract. The contractor may not pay for travel for federal government employees.
- Preparing a **1-page flyer** to publicize each Webinar, as needed.
- Preparing necessary **PowerPoint presentations** which may be component of the Webinar. The contractor shall assist with formatting of Webcast presentations (e.g. preparing introductory and question slides, talking points, compressing slides, etc.);
- Providing a final **PowerPoint file and notes for each Webinar**.
- Answering email and phone questions related to the Webinars;
- Preparing a standardized draft **"script"** for **moderators** to use during the Webcasts to introduce and close the Webinars.
- Assisting with conduct of at least eight Webinars to explain the key EPA watershed Internet tools and/or other water/watershed-related topics, and providing a transcript (or closed captioning, should technology allow) of the Webinar.
- Assisting with follow-up activities after the Webcast such as summarizing number of Webinar attendees and reviewing the archives/transcript of the Webinars.

The contractor shall provide the following support for conducting the Webinars including the following:

- Assisting with opening registration for the Webinar.
- Ordering transcription of the Webinars so that transcripts of Webinars can be posted on EPA's server after the Webinar to make it section 508 compliant. The TOPO may also request the contractor to provide closed captioning for Webinars as well.

- Assisting with the conduct of the Webinar including trouble shooting of participant problems with live chat/question/answer system.

Archiving Webinars for Web

- The contractor shall be responsible for archiving the Webinars. The contractor will provide a written transcript of each Webinar that EPA can use for posting on EPA's Website.
- The contractor shall also provide to EPA two copies of a CD which includes an MP4 version of each of the Webinars suitable for posting on the EPA server. The CDs shall be delivered via Federal Express, or similar courier service, to avoid irradiation to the TOPO's street address:

Anne Weinberg
United States Environmental Protection Agency
EPA West Building
1301 Constitution Avenue, NW
Room 7417K
Washington, DC 20004
Phone: 202-566-1217

TASK 5: Support for Updating/Maintaining Federal Funding Database for Watershed Protection

The contractor shall annually update/maintain, per technical direction from the TOM, the searchable, Web-based "**Catalog of Federal Funding Sources of Watershed Protection**" which provides brief summaries of Federal funding programs available for watershed protection. This database was initially developed in 2002/03 and has been updated in 2004 through 2013. The database is currently posted on EPA's public server at: www.epa.gov/watershedfunding. The database was updated in 2012 to run on APEX and it includes information about approximately 90 federal funding programs for watershed protection. The database is searchable and interactive, and was designed to be a user-friendly way for citizens and others to find information about available Federal funding sources for watershed protection.

Under this task, contractor support shall update/maintain the Federal Funding Database including using the Web-based editing application to continue updating the funding information in the database and Website during the Base Period and Option Periods. Anticipated tasks each year include: updating of the database annually with current funding information; soliciting updates from Federal program contacts each year; researching/writing summaries of new Federal programs each year, as appropriate; editing/updating existing program summaries; deleting information on programs that are not funded; adding updated funding information; and editing program information/Website as requested by the TOPO.

TASK 6: - General Communications Support for Watershed Academy and Other Water Topics

The contractor shall provide general support for other communications work related to the Watershed Academy and other water/watershed topics. This editorial/technical/communications support is often needed on a quick turnaround basis as requested by the TOM through technical direction. The following are the types of activities where contractor support may be needed:

- Providing technical, editorial, and graphic support for developing and completing draft/final products including: Websites, educational signage/posters/displays, fact sheets, briefing materials, reports, and multi-media products such as online videos, CDs, DVDs, Beta SP, and Digibeta tapes, or other products. Contractor shall also provide a limited number of copies of Watershed Academy and other Agency publications for limited distribution, within the printing limits of the contract.
- Identifying key messages for products, conducting focus groups, and marketing new products.
- Technical, editorial, graphic or logistical support for the Watershed Academy and other EPA water-related programs including:
 - Assistance in preparing a new CD of the Watershed Academy Web and/or Webcasts; and assisting with marketing the Watershed Academy through the development of posters, presentations, flyers and other means.
- Logistical support for meetings/training courses (e.g., provision of meeting rooms, facilitators, notetaking, registration, etc.) as requested by the TOPO.

TASK 7: Brief Final Report on Task Order

The contractor shall provide a brief final report on the status of all benchmarks, deliverables and milestones after the Base Period and each subsequent Option Period. This final report will identify any QA issues, if any.

D. SCHEDULE OF BENCHMARKS, DELIVERABLES & MILESTONES

Base Period: 12 months		
TASK	BENCHMARKS/DELIVERABLES/ MILESTONES	SCHEDULE
1	Kickoff Meeting	Within 10 business days of start of Task Order Award
1	Draft Quality Statement for EPA review and approval	Within 10 business days after Kickoff Meeting
1	Final Quality Statement for EPA approval	Within 5 business days after receiving of comments from the TOPO
1	Monthly Conference Calls and Meeting Minutes, Monthly Progress Reports and immediate notification of TOPO of any delays.	Draft within 5 business days Final within 5 business days after receiving of comments from the TOPO; immediate notification of any delays
1	Contractor identifies any issues with QA procedures and provides revised QA procedures.	Within 5 business days of discussing QA issues at a kickoff meeting or monthly conference call
		0 - 364 days after Task Order Award:
2	Provide continued support for editing/updating Watershed Academy Web database and modules.	Within 10 - 20 working days of receiving written technical direction from the TOPO .
2	Develop two (two) new training modules and assist with posting in the database on the EPA server including providing PDF versions of modules for posting on Web.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
3	Deliver at least four (4) Webcasts including providing logistical support and streaming audio, as indicated above.	Within 30 days after a technical direction is issued by the TOPO.
3	Deliver archived versions of each seminar including audio files and PowerPoint slides along with the closed captioning (to comply with section 508 requirements) for posting on the Web). Deliver 2 CD copies of Webcasts in archived format (including closed captioning) and MP4 format. Also, deliver the CD-Rom to EPA via Federal Express or similar courier.	Within 10 working days of a completed Webcast.

3	Provide support for 1-2 live Watershed Academy courses.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
4	Deliver at least eight (8) Webinars on key EPA Internet tools and other water/watershed-related topics including sometime conducting the Webinar –and providing logistical support for the Webinar, as indicated above.	Within 30 days after a technical direction is issued by the TOPO.
4	Deliver archived versions of each Webinar seminar including audio and screen files along with the written transcript (to comply with section 508 requirements) for posting on the Web, if technology allows. Deliver 2 CD copies of Webinars in MP4 format, including the written transcript of the Webinar. Also, deliver the CD-Rom to EPA via Federal Express or similar courier.	Within 10 working days of a completed Webinar.
5	Update funding information in the Catalog of Federal Funding database, including adding new programs, deleting programs and including up-to-date funding information for each program in the Catalog.	Within 20 working days after a technical direction issued by the TOPO.
5	Assist with updating database each year to accommodate info for the new fiscal year and to edit information in the database, as appropriate	Within 20 working days after a technical direction issued by the TOM, before 12 months after award.
5	Send email queries to Federal program contacts and make edits to Catalog of Federal Funding Database including adding updated funding levels and other program updates for each the new fiscal year. Research new Federal funding programs and add/delete information as appropriate on these programs in the database.	Within 20 working days after a technical direction issued by the TOPO.
6	General support (technical/editorial/ graphic support) for the Watershed Academy and other water-related programs products.	Within 10 - 20 working days after a technical direction issued by the TOPO.
		334 - 364 days after Task Order Award:
7	Brief draft final report on status of each of the above tasks.	Generally within 10 business days after receipt of written technical direction from the TOPO.

7	Brief final report on status of each of the above tasks, which incorporates feedback from the TOPO.	Generally within 10 business days after receipt of written technical direction from the TOPO.
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BEGIN OPTION PERIOD ONE		12 months
TASK	BENCHMARKS/DELIVERABLES/ MILESTONES	SCHEDULE
1	Kickoff Meeting	Within 10 business days of start of Task Order Award
1	Monthly Conference Calls and Meeting Minutes, Monthly Progress Reports and immediate notification of TOPO of any delays.	Draft within 5 business days Final within 5 business days after receiving of comments from the TOPO; immediate notification of delays
1	Contractor identifies any issues with QA procedures and provides revised QA procedures, or revised Quality Statement for EPA review and approval.	Within 5 business days of discussing QA issues at a kickoff meeting or monthly conference call.
		0-364 days after Period Exercised:
2	Provide continued support for editing/updating Watershed Academy Web database and modules.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
2	Develop two (two) new training modules and assist with posting in the database on the EPA server including providing PDF versions of modules for posting on Web.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
3	Deliver at least four (4) Webcasts including providing logistical support and streaming audio, as indicated above.	Within 30 days after a technical direction is issued by the TOPO.
3	Deliver archived versions of each seminar including audio files and PowerPoint slides along with the closed captioning (to comply with section 508 requirements) for posting on the Web). Deliver 2 CD copies of Webcasts in archived format (including closed captioning) and MP4 format. Also, deliver the CD-Rom to EPA via Federal Express or similar courier.	Within 10 working days of a completed Webcast.

3	Provide support for 1-2 live Watershed Academy courses.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
4	Deliver at least eight (8) Webinars on key EPA Internet tools and other water/watershed-related topics including sometime conducting the Webinar –and providing logistical support for the Webinar, as indicated above.	Within 30 days after a technical direction is issued by the TOPO.
4	Deliver archived versions of each Webinar seminar including audio and screen files along with the written transcript (to comply with section 508 requirements) for posting on the Web, if technology allows. Deliver 2 CD copies of Webinars in MP4 format, including the written transcript of the Webinar. Also, deliver the CD-Rom to EPA via Federal Express or similar courier.	Within 10 working days of a completed Webinar.
5	Update funding information in the Catalog of Federal Funding database, including adding new programs, deleting programs and including up-to-date funding information for each program in the Catalog.	Within 20 working days after a technical direction issued by the TOPO.
5	Assist with updating database each year to accommodate info for the new fiscal year and to edit information in the database , as appropriate	Within 20 working days after a technical direction issued by the TOM, before 12 months after award.
5	Send email queries to Federal program contacts and make edits to Catalog of Federal Funding Database including adding updated funding levels and other program updates for each the new fiscal year. Research new Federal funding programs and add/delete information as appropriate on these programs in the database.	Within 20 working days after a technical direction issued by the TOPO.
6	General support (technical/editorial/ graphic support) for the Watershed Academy and other water-related programs products.	Within 10 - 20 working days after a technical direction issued by the TOPO.
		334 - 364 days after Period Exercised:
7	Brief draft final report on status of each of the above tasks.	Generally within 10 business days after receipt of written technical direction from the TOPO.

7	Brief final report on status of each of the above tasks, which incorporates feedback from the TOPO.	Generally within 10 business days after receipt of written technical direction from the TOPO.
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BEGIN OPTION PERIOD TWO		12 months
TASK	BENCHMARKS/DELIVERABLES/ MILESTONES	SCHEDULE
1	Kickoff Meeting	Within 10 business days of start of Task Order Award
1	Monthly Conference Calls and Meeting Minutes, Monthly Progress Reports and immediate notification of TOPO of any delays.	Draft within 5 business days Final within 5 business days after receiving of comments from the TOPO; immediate notification of delays
1	Contractor identifies any issues with QA procedures and provides revised QA procedures, or revised Quality Statement for EPA review and approval.	Within 5 business days of discussing QA issues at a kickoff meeting or monthly conference call.
		0 - 364 days Period Exercised:
2	Provide continued support for editing/updating Watershed Academy Web database and modules.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
2	Develop two (two) new training modules and assist with posting in the database on the EPA server including providing PDF versions of modules for posting on Web.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
3	Deliver at least four (4) Webcasts including providing logistical support and streaming audio, as indicated above.	Within 30 days after a technical direction is issued by the TOPO.
3	Deliver archived versions of each seminar including audio files and PowerPoint slides along with the closed captioning (to comply with section 508 requirements) for posting on the Web). Deliver 2 CD copies of Webcasts in archived format (including closed captioning) and MP4 format. Also, deliver the CD-Rom to EPA via Federal Express or similar courier.	Within 10 working days of a completed Webcast.

3	Provide support for 1-2 live Watershed Academy courses.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
4	Deliver at least eight (8) Webinars on key EPA Internet tools and other water/watershed-related topics including sometime conducting the Webinar –and providing logistical support for the Webinar, as indicated above.	Within 30 days after a technical direction is issued by the TOPO.
4	Deliver archived versions of each Webinar seminar including audio and screen files along with the written transcript (to comply with section 508 requirements) for posting on the Web, if technology allows. Deliver 2 CD copies of Webinars in MP4 format, including the written transcript of the Webinar. Also, deliver the CD-Rom to EPA via Federal Express or similar courier.	Within 10 working days of a completed Webinar.
5	Update funding information in the Catalog of Federal Funding database, including adding new programs, deleting programs and including up-to-date funding information for each program in the Catalog.	Within 20 working days after a technical direction issued by the TOPO.
5	Assist with updating database each year to accommodate info for the new fiscal year and to edit information in the database, as appropriate	Within 20 working days after a technical direction issued by the TOM, before 12 months after award.
5	Send email queries to Federal program contacts and make edits to Catalog of Federal Funding Database including adding updated funding levels and other program updates for each the new fiscal year. Research new Federal funding programs and add/delete information as appropriate on these programs in the database.	Within 20 working days after a technical direction issued by the TOPO.
6	General support (technical/editorial/ graphic support) for the Watershed Academy and other water-related programs products.	Within 10 - 20 working days after a technical direction issued by the TOPO.
		334 - 364 days after Period Exercised:
7	Brief draft final report on status of each of the above tasks.	Generally within 10 business days after receipt of written technical direction from the TOPO.

7	Brief final report on status of each of the above tasks, which incorporates feedback from the TOPO.	Generally within 10 business days after receipt of written technical direction from the TOPO.
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BEGIN OPTION PERIOD THREE		12 MONTHS
TASK	BENCHMARKS/DELIVERABLES/ MILESTONES	SCHEDULE
1	Kickoff Meeting	Within 10 business days of start of Task Order Award
1	Monthly Conference Calls and Meeting Minutes, Monthly Progress Reports and immediate notification of TOPO of any delays.	Draft within 5 business days Final within 5 business days after receiving of comments from the TOPO; immediate notification of delays
1	Contractor identifies any issues with QA procedures and provides revised QA procedures, or revised Quality Statement for EPA review and approval.	Within 5 business days of discussing QA issues at a kickoff meeting or monthly conference call.
		0-364 days after Period Exercised:
2	Provide continued support for editing/updating Watershed Academy Web database and modules.	Within 10 - 20 working days of receiving written technical direction from the TOPO .
2	Develop two (two) new training modules and assist with posting in the database on the EPA server including providing PDF versions of modules for posting on Web.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
3	Deliver at least four (4) Webcasts including providing logistical support and streaming audio, as indicated above.	Within 30 days after a technical direction is issued by the TOPO.
3	Deliver archived versions of each seminar including audio files and PowerPoint slides along with the closed captioning (to comply with section 508 requirements) for posting on the Web). Deliver 2 CD copies of Webcasts in archived format (including closed captioning) and MP4 format. Also, deliver the CD-Rom to EPA via Federal Express or similar courier.	Within 10 working days of a completed Webcast.

3	Provide support for 1-2 live Watershed Academy courses.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
4	Deliver at least eight (8) Webinars on key EPA Internet tools and other water/watershed-related topics including sometime conducting the Webinar –and providing logistical support for the Webinar, as indicated above.	Within 30 days after a technical direction is issued by the TOPO.
4	Deliver archived versions of each Webinar seminar including audio and screen files along with the written transcript (to comply with section 508 requirements) for posting on the Web, if technology allows. Deliver 2 CD copies of Webinars in MP4 format, including the written transcript of the Webinar. Also, deliver the CD-Rom to EPA via Federal Express or similar courier.	Within 10 working days of a completed Webinar.
5	Update funding information in the Catalog of Federal Funding database, including adding new programs, deleting programs and including up-to-date funding information for each program in the Catalog.	Within 20 working days after a technical direction issued by the TOPO.
5	Assist with updating database each year to accommodate info for the new fiscal year and to edit information in the database , as appropriate	Within 20 working days after a technical direction issued by the TOM, before 12 months after award.
5	Send email queries to Federal program contacts and make edits to Catalog of Federal Funding Database including adding updated funding levels and other program updates for each the new fiscal year. Research new Federal funding programs and add/delete information as appropriate on these programs in the database.	Within 20 working days after a technical direction issued by the TOPO.
6	General support (technical/editorial/ graphic support) for the Watershed Academy and other water-related programs products.	Within 10 - 20 working days after a technical direction issued by the TOPO.
		334 - 364 days after Period Exercised:
7	Brief draft final report on status of each of the above tasks.	Generally within 10 business days after receipt of written technical direction from the TOPO.

7	Brief final report on status of each of the above tasks, which incorporates feedback from the TOPO.	Generally within 10 business days after receipt of written technical direction from the TOPO.
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BEGIN OPTION PERIOD FOUR		7 Months
TASK	BENCHMARKS/DELIVERABLES/ MILESTONES	SCHEDULE
1	Kickoff Meeting	Within 10 business days of start of Task Order Award
1	Monthly Conference Calls and Meeting Minutes, Monthly Progress Reports and immediate notification of TOPO of any delays.	Draft within 5 business days Final within 5 business days after receiving of comments from the TOPO; immediate notification of delays
1	Contractor identifies any issues with QA procedures and provides revised QA procedures, or revised Quality Statement for EPA review and approval.	Within 5 business days of discussing QA issues at a kickoff meeting or monthly conference call.
		0-364 days after Period Exercised:
2	Provide continued support for editing/updating Watershed Academy Web database and modules.	Within 10 - 20 working days of receiving written technical direction from the TOPO .
2	Develop two (two) new training modules and assist with posting in the database on the EPA server including providing PDF versions of modules for posting on Web.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
3	Deliver at least four (4) Webcasts including providing logistical support and streaming audio, as indicated above.	Within 30 days after a technical direction is issued by the TOPO.
3	Deliver archived versions of each seminar including audio files and PowerPoint slides along with the closed captioning (to comply with section 508 requirements) for posting on the Web). Deliver 2 CD copies of Webcasts in archived format (including closed captioning) and MP4 format. Also, deliver the CD-Rom to EPA via Federal Express or similar courier.	Within 10 working days of a completed Webcast.

3	Provide support for 1-2 live Watershed Academy courses.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
4	Deliver at least eight (8) Webinars on key EPA Internet tools and other water/watershed-related topics including sometime conducting the Webinar –and providing logistical support for the Webinar, as indicated above.	Within 30 days after a technical direction is issued by the TOPO.
4	Deliver archived versions of each Webinar seminar including audio and screen files along with the written transcript (to comply with section 508 requirements) for posting on the Web, if technology allows. Deliver 2 CD copies of Webinars in MP4 format, including the written transcript of the Webinar. Also, deliver the CD-Rom to EPA via Federal Express or similar courier.	Within 10 working days of a completed Webinar.
5	Update funding information in the Catalog of Federal Funding database, including adding new programs, deleting programs and including up-to-date funding information for each program in the Catalog.	Within 20 working days after a technical direction issued by the TOPO.
5	Assist with updating database each year to accommodate info for the new fiscal year and to edit information in the database, as appropriate	Within 20 working days after a technical direction issued by the TOM, before 12 months after award.
5	Send email queries to Federal program contacts and make edits to Catalog of Federal Funding Database including adding updated funding levels and other program updates for each the new fiscal year. Research new Federal funding programs and add/delete information as appropriate on these programs in the database.	Within 20 working days after a technical direction issued by the TOPO.
6	General support (technical/editorial/ graphic support) for the Watershed Academy and other water-related programs products.	Within 10 - 20 working days after a technical direction issued by the TOPO.
		–6 months after Period Exercised:
7	Brief draft final report on status of each of the above tasks.	Generally within 10 business days after receipt of written technical direction from the TOPO.

7	Brief final report on status of each of the above tasks, which incorporates feedback from the TOPO.	Generally within 10 business days after receipt of written technical direction from the TOPO.
END OF TABLE		END OF TABLE

When the Task Order reaches 30 calendar days prior to the end of the Period of Performance in a given period, the contractor shall make a determination that the deliverables, milestones, benchmarks, and any outstanding technical direction from the TOPO, will be satisfactorily completed in the form requested in the PWS by the end of the Period of Performance and for the remaining funding that is available.

If the contractor determines one or more of the above-referenced items will not be able to be completed in the requested form within the period of performance and with the available funding, the contractor shall notify the TOPO and the CO immediately. Within 5 business days of said notification, the TOPO in coordination with the CO will provide technical direction concerning use of the remaining funding to prepare and furnish to the TOPO all interim draft deliverables, interim work products, and any working files in an electronic format which is supported by EPA, for eventual continuation of the project after the end date of the Task Order.

E. REPORTING

All documentation and reporting under this Task Order shall be in compliance with contract requirements. Reference Contract Clause C-1 (c) and Attachment 1, PWS, Section 2.5.3.4, 3.7, and 4.3.7. See contract clause F.2, F.3, and J.2 "List of Attachments, Number 2 - Reports of Work" as supplemented by TO specific instructions under Task 3 of this PWS.

F. DELIVERABLES AND GENERAL PERFORMANCE:

The contractor shall participate in meetings and conference calls arranged by the EPA Task Order Project Officer.

The contractor shall when requested by the TOPO provide supporting documentation when EPA is reviewing draft deliverables to facilitate EPA review and approval of the Contractor's work. Documentation will include the electronic files and detailed, written explanation of all steps and decisions. The Contractor is expected to comply with this request when it is received from the TOPO regardless of whether such a request is described in the individual tasks of this PWS. The Contractor is expected to furnish this information in such manner that no proprietary software will be needed for EPA to read, interpret, replicate or model any work product of this agreement, unless otherwise noted in this PWS or by written permission of the EPA TOPO. The objective is that anyone with the appropriate skill level can use the information produced under this Task Order to check or duplicate the Contractor's work for replication and/or verification. With this understanding of how this Task Order's data will be used, any elements essential to successfully replicating analysis shall be provided to EPA in a

commonly-used format.

The Contractor shall provide both scientific/technical and editorial review as defined in section 2.6 of the Prime Contract Performance Work Statement on any Task Order **draft** product before submission to the EPA TOPO for review. This process does not need to be performed by an independent peer reviewer. It is expected that all editorial review comments will be addressed before deliverables are furnished to the EPA TOPO for review (in the case of draft deliverables) or acceptance (in the case of final deliverables); and that questions raised by scientific/technical review will be either addressed or discussed with the EPA TOPO prior to the contractor furnishing draft deliverables.

EPA anticipates that the contractor's work will be judged "satisfactory" according to the QASP if Task Order Project Officer edits to deliverables are no more than ten percent (10%) of the content of any draft deliverable, or less than two percent (2%) of any final deliverable. In addition, EPA anticipates that the contractor's work will be judged "satisfactory" according to the QASP if less than ten percent (10%) of the pages of written final deliverables contain Task Order Project Officer edits for such things as grammar, punctuation and format. The EPA TOPO can upon request furnish a copy of the EPA correspondence manual for the contractor's use.

Upon receipt of written technical direction from the TOPO, the contractor shall furnish:

- **all deliverables (draft and final) to EPA shall be furnished in an electronic version and in an electronic format that EPA can support (see TSAWP Contract PWS Section 4.0 Deliverables).**
- **all final deliverables to EPA shall include one (1) electronic copy and two (2) paper copies.** All final deliverables shall be prepared according to EPA publication guidelines and shall be compliant with Section 508 of the **Americans with Disabilities Act.**

All submittals to EPA shall be formatted as described below.

Electronic submissions shall be made in the following manner: electronic Microsoft Word© for any written reports, summaries or analysis documents, Microsoft Excel© format for any and all spreadsheets, raw data, coding and modeling work (including all model runs with essential data to replicate model runs), and Microsoft Access© format for any and all databases or for other data as is approved by the EPA TOPO in writing.

Final electronic submissions shall be on Compact Disk (CD) or Digital Versatile Disc (DVD). The contractor may utilize an FTP, but only if the EPA TOPO gives

written permission. Every electronic document and all of the sections, text, graphs, charts or figures shall be unlocked, open and editable so that EPA may make further changes.

Final paper submissions shall be made in the following manner: two (2) separate and identical copies of all deliverables must be submitted; each separate copy includes all the products due at that date (i.e., Task 1, 2, etc.), and must be submitted in one (1) or more bound volumes, as appropriate, with a title page, an executive summary describing the purpose and content, and an index, located inside the front cover of each bound volume, and electronic copies enclosed in envelopes (or other suitable means) bound in the respective volume. Although PDF versions of materials may be additionally submitted per the contractor's prerogative, neither electronic nor paper PDF versions will be acceptable as any final work product.

Appropriate electronic format that is supported by EPA and printing of all GIS data layers, maps, photos, bench sheets and other written material not easily printed or saved in the above formats will be discussed and a format agreed upon with the EPA TOPO prior to submittal by the contractor.

G. ANTICIPATED TRAVEL

All travel under this Task Order shall be in compliance with contract requirements and only according to specific Technical Direction. (See contract clause H-17). Travel is presently anticipated to be incidental only as needed to meet the EPA TOPO and to provide support for Webcasts/Webinars conducted at EPA Headquarters (Task 3 and 4), and for two Webcast/Webinar presenters (Task 3 and 4) to travel to Washington, DC to participate in a Webcast/Webinar in person. For planning purposes, 12 meetings each base and option period would be for contractor travel to EPA HQ in DC, and two trips for each base and option period would be for Webcast/Webinar speakers to travel to Washington, DC to participate in a Webcast/Webinar in person (for costing purposes assume Webcast/Webinar speakers will travel from a central location such as New Orleans, LA).

H. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the EPA Task Order Project Officer.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The EPA projects that none of the individual meetings identified in these tasks will exceed a total cost of \$25,000. The contractor shall immediately notify the EPA Contracting Officer, PO and TOPO of any anticipated individual event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$23,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

J. VALIDATION OF TASK ORDER DELIVERABLES FOR SECTION 508 COMPLIANCE

The Contractor shall support the TOPO in conducting a "Final Deliverable Validation" to ensure compliance with Section 508 and the Federal Acquisition Regulations (FAR) related to "electronic and information technology (EIT) deliverables". The Contractor shall furnish certification, in writing, to the TOPO that the Contractor has complied with EPAAR Clause 1552.211-79 "Compliance with EPA Policies for Information Resources Management" (Reference Contract Clause C-1), including the requirement that all electronic and information technology (EIT) deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. Reference Contract Clause C-1 (c) and Attachment 1, PWS, Section 2.5.3.4, 3.7, and 4.3.7.

K. QUALITY ASSURANCE SURVEILLANCE PLAN

Per contract requirements.

L. NOTIFICATION OF COMPLETION OF TO DELIVERABLES

In the event that the Task Order reaches thirty (30) days prior to the end of the Period of Performance in a given period and the Contractor assesses that the deliverables, benchmarks or milestones will not be able to be completed, the Contractor shall immediately furnish written notification to the TOPO and the Contracting Officer (CO).

Within five (5) business days of receiving this written notification, the TOPO in coordination with the CO will provide written technical direction to the Contractor concerning use of the funds which remain in the Task Order to prepare draft deliverables, interim work products, and any necessary working files in an electronic format which is supported by EPA, and furnish these to the TOPO.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
001		See Block 16C		PR-OW-13-00749	
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)	
		CPOD		CPOD	
(FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268				CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				9A. AMENDMENT OF SOLICITATION NO.	
TETRA TECH, INC. 10306 EATON PLACE STE 340 FAIRFAX VA 220302201				(x)	
				9B. DATED (SEE ITEM 11)	
				x	
				10A. MODIFICATION OF CONTRACT/ORDER NO.	
				EP-C-12-055	
				0008	
				10B. DATED (SEE ITEM 13)	
				07/24/2013	
CODE		(b)(4)		FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Net Increase:

\$20,000.00

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)
X	Unilateral- FAR 52.232-22 Limitation of Funds

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

2013 Watershed Academy and Communications Support

The purpose of this modification is to add \$20,000 of incremental funding to the base period of the subject Task Order, \$(b)(4) to cost and \$(b)(4) to fee all as indicated below.

TOPO: Anne Weinberg Max Expire Date: 03/31/2016

LIST OF CHANGES:

Reason for Modification : Funding Only Action

Obligated Amount for this Modification: \$20,000.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Courtney Stallworth	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-12-055/0008/001PAGE OF
2 3NAME OF OFFEROR OR CONTRACTOR
TETRA TECH, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Obligated Amount for this Award: \$80,000.00</p> <p>Incremental Funded Amount changed: from \$60,000.00 to \$80,000.00</p> <p>CHANGES FOR LINE ITEM NUMBER: 1-Base Period</p> <p>Obligated Amount for this modification: \$20,000.00 Incremental Funded Amount changed from \$60,000.00 to \$80,000.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 13-14-B-87FP-202BD4-2505---1387PE3008-001 Beginning Fiscal Year 13 Ending Fiscal Year 14 Fund (Appropriation) B Budget Organization 87FP Program (PRC) 202BD4 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1387PE3008-001 Amount: \$20,000.00</p> <p>Section B: Clause EPA-B-32-101, is revised as follows: (a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of \$(b)(4) is allotted to cover estimated cost. Funding in the amount of \$(b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance until 4/18/2014. (b) When the contract is fully funded, the Limitation of Cost clause shall become applicable. (c) Recapitulation of Funds See Recap Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 07/24/2013 to 06/30/2014</p>				

EP-C-12-055
Task Order 0008

Recapitulation Of Funding To Date By Contract Period

FUNDING ACTION	ESTIMATED COST	FIXED FEE	COST PLUS FIXED FEE
BASE Period			
Initial Award	\$(b)(4)	\$(b)(4)	\$60,000.00
Modification 1	\$	\$	\$20,000.00
Total Funded	\$	\$	\$80,000.00
Total Per Contract	\$	\$	\$99,995.77
Balance Unfunded	\$	\$	\$19,995.77

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 4	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
002		See Block 16C		See Schedule	
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)	
		CPOD		CODE	
				CPOD	
(FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268				US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)			9A. AMENDMENT OF SOLICITATION NO.		
TETRA TECH, INC. 10306 EATON PLACE STE 340 FAIRFAX VA 220302201			(x)		
			9B. DATED (SEE ITEM 11)		
			10A. MODIFICATION OF CONTRACT/ORDER NO.		
			EF-C-12-055		
			0008		
			10B. DATED (SEE ITEM 13)		
			07/24/2013		
CODE (b)(4)		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)		Net Increase:		\$99,218.00	
See Schedule					
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
	D. OTHER (Specify type of modification and authority)				
X	1552.217-71 Option to Extend the Term of the Contract & 52.232-20 Limitation of Cost				
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return _____ 0 copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					
DUNS Number: (b)(4)					
2013 Watershed Academy and Communications Support					
The purpose of this modification is to 1.) exercise Option Period 1 and 2) Fully fund the option period in the amount of \$99,218. See attached Recap Sheet for breakdown. TOPO: Anne Weinberg Max Expire Date: 03/31/2016 LIST OF CHANGES: Reason for Modification : Exercise an Option Period Of Performance End Date changed from 2014-06-30 to 2015-06-30 Total Amount for this Modification: \$0.00 New Total Amount for this Version: \$99,218.00 Continued ...					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
			Noelle Mills		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16C. DATE SIGNED	
(Signature of person authorized to sign)				06/19/2014	
				ELECTRONIC SIGNATURE	
				STANDARD FORM 30 (REV. 10-83)	
				Prescribed by GSA	
				FAR (48 CFR) 53.243	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-12-055/0008/002PAGE OF
2 4NAME OF OFFEROR OR CONTRACTOR
TETRA TECH, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Amount for this Award: \$494,322.77 Obligated Amount for this Modification: \$99,218.00 New Total Obligated Amount for this Award: \$179,218.00</p> <p>CHANGES FOR LINE ITEM NUMBER: 2 Obligated Amount for this modification: \$99,218.00 Exercised option</p> <p>NEW DELIVERY LOCATION RECORD: Amount: \$99,218.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-87FL-202BD4X25-2505-1487LE4003-001 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 87FL Program (PRC) 202BD4X25 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1487LE4003-001 Amount: \$40,000.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-87FP-202BD4X25-2505-1487PE4005-001 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 87FP Program (PRC) 202BD4X25 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1487PE4005-001 Amount: \$59,218.00</p> <p>Section B: Clause, EPA-B-16-102, is revised as follows: EPA-B-16-102 ESTIMATED COST AND FIXED FEE Option Period I (a) The estimated cost of this contract is \$(b)(4). (b) The fixed fee is \$(b)(4). Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-C-12-055/0008/002

PAGE OF

3

4

NAME OF OFFEROR OR CONTRACTOR

TETRA TECH, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>(c) The total estimated cost and fixed fee is \$99,218.</p> <p>Section B: Clause, EPA-B-32-101, is incorporated as follows: EPA-B-32-101 LIMITATION OF FUNDS NOTICE (a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of \$(b)(4) is allotted to cover estimated cost. Funding in the amount of \$(b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 6/30/2015. (b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EP 52.216-190), the Limitation of Cost clause shall become applicable. (c) Recapitulation of Funds See attached Recap Sheet</p> <p>Section F: Clause, EPA-F-12-101, is incorporated as follows: EPA-F-12-101 PERIOD OF PERFORMANCE The period of performance of this contract shall be from 7/24/2013 through 6/30/2015 of all required reports.</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 07/24/2013 to 06/30/2015 All other terms and conditions remain unchanged.</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
			1 33

2. AMENDMENT/MODIFICATION NO. 003	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. PR-OW-14-00496	5. PROJECT NO. (If applicable)
6. ISSUED BY CODE	CPOD	7. ADMINISTERED BY (If other than Item 6) CODE	CPOD

(FOR U.S. MAIL ONLY)
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

CPOD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

TETRA TECH, INC.
10306 EATON PLACE STE 340
FAIRFAX VA 220302201

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT ORDER NO.

EP-C-12-055

0008

10B. DATED (SEE ITEM 13)

07/24/2013

CODE (b)(4)

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers. ☐ is extended; ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Net Increase:

\$15,714.00

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority). THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: 52-243-2 Changes & 52.232-20 Limitation of Cost
	D. OTHER (Specify type of modification and authority)

14. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return _____ 1 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible).

DUNS Number: (b)(4)

2013 Watershed Academy and Communications Support

The purpose of this modification is to 1.) incorporate additional tasks added to the PWS; 2.) increase Option Period I ceiling associated with these changes; and 3.) fully fund Option Period I changes in the amount of \$15,714. See attached Recapitulation of Funds Sheet.

TOPO: Anne Weinberg Max Expire Date: 03/31/2016

LIST OF CHANGES:

Reason for Modification: Supplemental Agreement for work within scope

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

George Townsend, Vice President

15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Noelle Mills

15B. CONTRACTOR/OFFEROR

George Townsend
(Signature of person authorized to sign)

15C. DATE SIGNED

8/12/2014

15B. UNITED STATES OF AMERICA

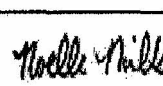
Noelle Mills
(Signature of Contracting Officer)

15C. DATE SIGNED

12 AUG 2014

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-85)
Prescribed by GSA
FAR (48 CFR) 53.243

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 33	
2. AMENDMENT/MODIFICATION NO. 003		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-OW-14-00496		5. PROJECT NO. (If applicable)	
6. ISSUED BY (FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		CODE CPOD		7. ADMINISTERED BY (If other than Item 6) CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		CODE CPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TETRA TECH, INC. 10306 EATON PLACE STE 340 FAIRFAX VA 220302201				<div style="display: flex; justify-content: space-between;"> <div> (x) 9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) </div> <div> x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-055 0008 10B. DATED (SEE ITEM 13) 07/24/2013 </div> </div>			
CODE (b)(4)		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule				Net Increase:		\$15,714.00	
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE		A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: 52-243-2 Changes & 52.232-20 Limitation of Cost D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not. <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: (b)(4) 2013 Watershed Academy and Communications Support The purpose of this modification is to 1.) incorporate additional tasks added to the PWS; 2.) increase Option Period I ceiling associated with these changes; and 3.) fully fund Option Period I changes in the amount of \$15,714. See attached Recapitulation of Funds Sheet. TOPO: Anne Weinberg Max Expire Date: 03/31/2016 LIST OF CHANGES: Reason for Modification : Supplemental Agreement for work within scope Continued ... Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Noelle Mills			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16C. DATE SIGNED		16B. DATE SIGNED	
(Signature of person authorized to sign)				 ELECTRONIC SIGNATURE		08/12/2014	
NSN 7540-01-152-8070 Previous edition unusable				STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243			

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-12-055/0008/003

PAGE 2 OF 33

NAME OF OFFEROR OR CONTRACTOR
TETRA TECH, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Total Amount for this Modification: \$15,714.00 New Total Amount for this Version: \$114,932.00 New Total Amount for this Award: \$510,036.77 Obligated Amount for this Modification: \$15,714.00 New Total Obligated Amount for this Award: \$194,932.00</p> <p>CHANGES FOR LINE ITEM NUMBER: 2 Total Amount changed from \$99,218.00 to \$114,932.00 Obligated Amount for this modification: \$15,714.00 Level-of-Effort changed to 1,235</p> <p>CHANGES FOR DELIVERY LOCATION: CPOD Amount changed from \$99,218.00 to \$114,932.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-87EH-202BD4X22-2504-1487HE4001-001 Beginning Fiscal Year 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 87EH Program (PRC) 202BD4X22 Budget (BOC) 2504 Job # (Site/Project) Cost Organization DCN-LineID 1487HE4001-001 Amount: \$15,714.00</p> <p>Section B: Clause, EPA-B-16-102, is revised as follows: EPA-B-16-102 ESTIMATED COST AND FIXED FEE (a) The estimated cost of this contract is (b)(4) (b) The fixed fee is (b)(4) (c) The total estimated cost and fixed fee is 114,932.</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 FOB: Destination Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-12-055/0008/003PAGE OF
3 33NAME OF OFFEROR OR CONTRACTOR
TETRA TECH, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Period of Performance: 07/24/2013 to 06/30/2015 In consideration of the modification agreed to herein as complete equitable adjustments for the Contractor's proposal dated July 17, 2014, the Contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to the proposal.				

**PERFORMANCE WORK STATEMENT
TSAWP Multiple-Award Contracts
EP-C-12-055 Task Order 8**

Watershed Academy and Communications Support

A. BACKGROUND

This task order provides support for EPA's Watershed Academy (see www.epa.gov/watershedacademy) that has been a focal point in EPA for promoting implementation of watershed approaches since 1994. The task order will help support Watershed Academy Webcasts/Webinars and live training as well as development of online Web-based modules and the preparation of other watershed-related outreach/tech transfer documents/multimedia products. Task Order support will also include providing communications support for other water/watershed related issues.

For the base period and each option period, the contractor shall carry out several tasks related to the development of training and outreach materials for the Watershed Academy and as well as other communications/outreach support activities to promote protection and restoration of watersheds. This task order includes activities of low to moderate technical complexity, involving transforming watershed science materials provided by the EPA Task Order Project Officer (TOPO) into effective online training modules, live Webcasts/Webinars, training courses, updating the Catalog of Federal Funding for Watershed Protection Internet database, general support for the Watershed Academy and related watershed communications activities. Key activities under this task order include:

- Kick off meeting at the beginning of the base period and the succeeding four option periods and communications during each of these periods.
- Maintaining and updating Website and online modules for the "Watershed Academy Web" which is an Oracle/Cold Fusion database (see www.epa.gov/watertrain)
- Developing/completing new Watershed Academy Web-based distance learning training modules;
- Conducting live Watershed Academy Webcasts/Webinars (see www.epa.gov/watershedwebcasts);
- Updating the Catalog of Federal funding database (see www.epa.gov/watershedfunding); and
- General communications support for the Watershed Academy and other water/watershed topics.

B. QUALITY ASSURANCE

Quality Assurance (QA) is an important component of EPA's work to assure that minimum quality standards are attained. The contractor shall follow the Quality Management Plan (QMP) that has been customized and incorporated into this TSAWP contract. In addition, the contractor shall document the processes for Quality Assurance that it will follow for the tasks under this

Task Order in a brief Quality Statement (QS). The QS should document the contractor's processes for assuring quality, e.g., standards for accepting and citing existing information (most recent literature, acceptable sources, online resources) method for resolving conflicts in data or information; determining and documenting deviations from processes, (e.g., acceptance criteria).

The Quality Statement shall be submitted to the EPA TOPO for EPA review and approval (see sample Quality Statement attachment). The Quality Statement shall include any Standard Operating Procedures that are relevant to the tasks in the task order. Any quality assurance documents prepared under this task order are not proprietary and may be made publicly available. EPA's Watershed Academy has always emphasized the production of high quality products and toward that end has included the following QA tasks to ensure high quality products for each of the tasks:

Task 1 – There will be a kick-off meeting at the beginning of the base period and each subsequent option period and monthly calls. At the kick-off meeting the QA protocols will be discussed and expectations for monthly calls will be reiterated. At the kick off meeting in each subsequent Option period, QA/QC issues from the previous option period will be discussed, as appropriate, and the contractor shall document any revisions to the QA processes in a revised Quality Statement and submit the revised QS to the EPA TOPO for EPA review and approval.

Task 2 – New online modules must go through a peer review process. The TOPO will identify three peer reviewers (i.e., EPA HQ/Regional staff, state staff or other non-contractor technical experts) who will review each new online module. The contractor shall incorporate peer review comments that are straight-forward and will identify remaining comments where the TOPO's input is needed to address the comments. The contractor shall work with the TOPO to ensure that all comments are addressed and incorporated into the final module, as appropriate.

Online modules may be translated into Spanish as part of this task order. Modules that are translated into Spanish will also need to be peer reviewed to verify that the translation is accurate. Peer review comments on translations will need to be addressed and incorporated into final modules, as appropriate.

Task 3 – The TOPO will choose Webcast speakers who are knowledgeable about the specific Webcast topics and ensure that PowerPoint slides are reviewed by EPA staff for technical accuracy prior to Webcasts. In addition, Webcast participants can submit questions during the Webcast. Also, there will always be an evaluation form for each Webcast. These are two mechanisms for the public to provide feedback on the quality of the Webcast materials. Webcasts are archived and the contractor shall make corrections to the archives, as needed, to correct technical information presented. Finally, the following disclaimer will continue to be included on Webcast flyers and shared at the introduction of each Webcast:

"The materials in this Webcast have been reviewed by EPA staff for technical accuracy. However, the views of the speakers and the speakers organizations are their own and do not necessarily reflect those of EPA. Mention of commercial enterprises, products, or publications does not mean that EPA endorses them."

In addition, for any live training course conducted under this task, trainers should be knowledgeable about the specific topics covered and the TOPO should ensure that PowerPoint slides and other training materials are reviewed by EPA staff for technical accuracy prior to the live training course. In addition, there should always be an evaluation form for each live training course and an opportunity for participants to ask questions during the training. These are two mechanisms for the participants to provide feedback on the quality of the training course and its materials.

Task 4 – The TOPO will work carefully to ensure that Webinar speakers are knowledgeable about the specific EPA Internet Tools or other watershed-related topics to be covered in each Webinar. PowerPoint slides used as part of Webinars will be reviewed by EPA staff for technical accuracy prior to the Webcast. In addition, when the contractor is presenting a Webinar on an Internet tool, the contractor shall prepare an annotated outline with screen shots of information to be presented in the Webinars and this outline will be reviewed by the TOPO and appropriate EPA staff. This review will be used to ensure technical accuracy prior to the Webinar and to make sure that important/new aspects of the application are presented in the Webinar. Webinar participants are also able to submit questions during the Webinar and this provides a mechanism for the public to provide feedback on the quality of the Webinar materials. In addition, the contractor shall prepare an evaluation form at the end of each Webinar for participants to provide feedback on the Webinars. Webinars are archived and the contractor shall make corrections to the archives, as needed, to correct technical information presented. Finally, the following disclaimer will continue to be included on Webinar flyers and shared at the introduction of each Webinar:

“The materials in this Webinar have been reviewed by EPA staff for technical accuracy. However, the views of the speakers and the speakers organizations are their own and do not necessarily reflect those of EPA. Mention of commercial enterprises, products, or publications does not mean that EPA endorses them.”

Task 5 – Under this task, the contractor shall update the Catalog of Federal Funding for Watershed Protection annually to provide the latest funding and other information on approximately 90 Federal funding programs for watershed protection related work. Each year the Contractor assists in updating this database to include the most up-to-date information about these funding programs. The contractor shall send emails to the contacts from Federal agencies and work to get updated information to update the database. The contractor shall use information from the contacts and in some cases, their Websites, to update the Catalog.

Task 6 - The contractor provides technical, editorial and graphic support under this task for a wide variety of products including:

technical, editorial, graphic support and a limited number of copies of the Watershed Academy or other Agency publications and developing or assisting in completing draft/final products including: Websites, educational signage/posters/displays, fact sheets, briefing materials, reports, and multi-media products such as online videos, CDs, DVDs, Beta SP, and Digibeta tapes, or other products.

TASK 7 - The contractor shall provide a brief final report on the status of all benchmarks, deliverables and milestones after the Base Period and each subsequent Option Period. This final report will identify any QA issues, if any.

Services and agreed upon deliverables shall be prepared in accordance with the schedules indicated below for each task and in accordance with QA outlined in the task order. The contractor shall revise any draft products in response to EPA's or peer reviewers (or other processes specific in the TO), in response to written technical direction by the TOPO.

C. TASKS

TASK 1: Kickoff Meeting, Reporting and Communication

The contractor shall participate in a Kickoff Meeting with the EPA Task Order Project Officer (TOPO) either in person or via conference call to discuss the following: points of contact, roles and responsibilities, Quality Assurance protocols, timelines, the schedule of benchmarks, milestones and deliverables, establish dates and time for monthly calls, and monthly technical progress reports and general Task Order administrative information.

The contractor shall submit a Draft Quality Statement (QS) to the EPA TOPO prior to the kickoff meeting. The QS shall include any Standard Operating Procedures that are relevant to the tasks in the task order. Specifically, the contractor shall include the Quality Assurance Tasks listed in Section B. above in the Draft QS. The EPA TOPO will review the Draft QS and provide written feedback to the contractor. The contractor shall prepare a final QS incorporating comments and provide the final QS to the EPA TOPO. At the kick off meeting in each subsequent Option periods, QA/QC issues from the previous option period will be discussed, as appropriate, and the contractor shall document any revisions to the QA processes in a revised QS and submit the revised QS to the EPA TOPO for EPA review and approval. Any quality assurance documents prepared under this task order are not proprietary and may be made publicly available.

The EPA TOPO will coordinate and set-up monthly working calls between EPA staff and the contractor's technical lead to discuss the status and progress of the work under this Task Order. The contractor shall participate in these monthly calls. The frequency of the monthly conference calls may be modified based on project status at the request of the contractor and only as approved by EPA. Generally, the contractor shall provide meeting summaries after the monthly calls within five (5) business days in draft form for the TOPO to review, the TOPO will provide any edits and/or comments on the meeting minutes; then final written meeting summaries shall be provided within five (5) business days after receipt of comments from the TOPO. Meeting summaries should include a spreadsheet showing the amount of funds spent on a particular task and projected additional funds needed, and should include annotated notes, as needed.

The contractor shall notify the EPA TOPO of any problems, delays or questions as soon as they arise, including immediate notification of any quality assurance issues, and Task Order delays. The contractor shall provide a monthly progress report in accordance with contract requirements

which will be used for invoice review purposes. All reporting shall be provided in accordance with PWS Sections G & H: **Reporting and Deliverables (General Performance)**.

Task 1 Deliverables:

- Draft Quality Statement for EPA review and approval
- Final Quality Statement for EPA approval (revised Quality Statement, if any in subsequent option periods)
- Monthly conference calls and meeting minutes
- Immediate notification to TOPO of any delays,
- Monthly progress reports and
- Timely Communication

See Contract Level "Surveillance Plan" for specific performance standards and indicators related to this Task. All written materials must be compliance with Section 508 of the Americans with Disabilities Act.

TASK 2: Provide Maintenance of Watershed Academy Web Database and Development of New Modules

EPA's Watershed Academy Web, an online training program on watershed management, at www.epa.gov/watertrain, was updated and put into a Cold Fusion/Oracle database in 2007. This database was built to house the Watershed Academy Web and its approximately 50 online Web modules. This new database was posted on the EPA server in 2010. The contractor shall provide maintenance for updating of the Watershed Academy Web, per written technical direction for the Base period and each Option Period. Examples of maintenance/updating tasks include: assisting with updates (e.g., fixing dead links, making text corrections, etc.) of the content in the database and migrating these updates to the EPA server; editing/updating existing modules or other aspects of the database; modifying templates for new training module formats; preparing Spanish translations of online modules (see QA procedures on page 2 of this task order to be followed for any translations of online modules); and assisting with the development of new training modules. The Website shall comply with all EPA Web standards posted at: <http://yosemite.epa.gov/oei/webguide.nsf/standards-guidance>.

The contractor shall develop or complete two (2) Web-based training modules for the database on specific topics identified by the TOPO in the Base Period and for each Option Period. The contractor shall review and improve these modules as deemed necessary and appropriate by such means as conducting a technical peer review, modifying the text and/or graphics, posting on the contractor's Internet server, and assisting with loading the modules to the database on the EPA server.

Regarding the peer review process, the TOPO will identify three peer reviewers (i.e., EPA HQ/Regional staff, state staff or other non-contractor technical experts) who will review each new online module. The contractor shall incorporate peer review comments that are straight-forward and shall identify remaining comments where the TOPO's input is needed to address the

comments. The contractor shall work with the TOPO to ensure that all comments are addressed and incorporated into the final module, as appropriate.

Each of the modules shall be delivered (i.e. made available on the contractor's Website) incrementally as they are developed, in a minimum of two (2) draft versions for each module. The first draft shall be complete and Web-accessible but as-yet un-reviewed by TOPO or external reviewers; the second and/or final draft shall have incorporated editorial feedback from the TOPO and peer reviewers, and shall be a reviewed, high quality draft Website for easy finalization on the EPA Website. The contractor shall also develop a PDF version of each of the two Web modules that is easy to download with a single command.

New Module on "Aquatic Resource Awareness for Real Estate Appraisers"

Contractor assistance is needed to develop a new Watershed Academy Web module regarding "Aquatic Resource Awareness for Real Estate Appraisers." A draft PowerPoint module has been prepared by EPA Region 10 and contractor assistance is needed to edit the module, revise/prepare graphics, format it in Articulate, incorporate peer review comments, and assist with posting this module on EPA's server as part of the Watershed Academy Web. The contractor will also prepare an online, form-fillable Watershed Academy Web certificate that can be accessed by users after completion of the module. Appraisers will be provided this certificate which they may submit to their respective state or national Appraisal Foundation for continuing education credits.

Background

Most real estate transactions require an appraisal by licensed appraisers that use the standard Uniform Residential Appraisal Report (URAR) form. Currently this URAR form contains a general check box and description field to identify "...adverse site conditions or external factors..." This location is where aquatic resource Critical Areas (such as wetlands, streams, ponds, etc.) can be identified (see excerpt of URAR form pasted below).

- Critical Areas could play a role in affecting value (positively or negatively) in certain scenarios, even on already improved land.
- Appraisers are not trained in critical areas identification and may leave important Critical Areas information out of the appraisal resulting in lawsuits, inaccurate property value, and uninformed purchasers.

Copy of URAR form (below)

Electricity	<input type="checkbox"/>	Water	<input type="checkbox"/>	Street	<input type="checkbox"/>
Gas	<input type="checkbox"/>	Sanitary Sewer	<input type="checkbox"/>	Alley	<input type="checkbox"/>
FEMA Special Flood Hazard Area	<input type="checkbox"/> Yes <input type="checkbox"/> No	FEMA Flood Zone	<input type="checkbox"/>	FEMA Map #	FEMA Map Date
Are the utilities and off-site improvements typical for the market area? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe					
Are there any adverse site conditions or external factors (easements, encroachments, environmental conditions, land uses, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe					

Module Content

EPA Region 10's Aquatic Resources Unit has been working on this project for the last two years. They have consulted with several Washington State appraisers and drafted the following training products:

- 1) Three Real Estate Appraiser Training sections along with Quizzes
 - a. Section 1: Introduction to Aquatic Resources
 - b. Section 2: Identification of Aquatic Resources
 - c. Section 3: Real Estate Appraiser Training Scenario
- 2) Wetland Clue Checklist – would like as an attachment in the module that appraisers can print for them to take into the field

The contractor will need to put these separate sections into one consolidated module that includes quiz questions, a link to the the wetlands clue checklist, a link to 404/402 for more information, and a form fillable certificate.

Benefits

Appraisers are often the only "eyes" on a property before it is purchased (besides a realtor). This module will provide narrative on the URAR and will emphasize the importance of knowing if there are critical areas on the properties that are for sale. These issues extend to a variety of real estate projects such as remodels, barn additions or other refinances where critical areas might be encroached upon. Additional Compliance Assistance information about the Clean Water Act Sections 404/402 could be provided as part of the final appraisal report – possibly via a web link.

Increasing real estate appraiser's knowledge of and ability to recognize potential aquatic resources serves to:

- Provide more accurate land valuation
- Increase the knowledge level of the regulated community in effort to decrease aquatic resource violations.
- Increase the regulated community's awareness of CWA 404

Additional Examples of possible modules to be developed or updated include:

- **"Nutrient Management"** – Nutrient management is a high priority water quality issue and contractor assistance is needed to develop a new online module on this topic. The Watershed Academy Web has an existing module on this topic (e.g., Nonpoint Source Pollution with Nitrogen and Phosphorus) but this module is a link to a 1998 paper and we would like to prepare an updated module with the latest scientific/management information. We have some draft PowerPoint presentations on nutrients plus our Nutrient Website at <http://www.epa.gov/nutrientpollution> which can be a starting point for developing a new module on this topic.
- **"Key EPA Internet Tools for Watershed Protection"** - Contractor assistance is needed to complete the development of an online module on this topic building on an earlier live training course and online materials that are posted at

http://water.epa.gov/learn/training/wacademy/epatools_index.cfm. To prepare the draft online module, contractor assistance will be needed to prepare PowerPoint slides plus notes on key EPA Internet Tools for watershed projection, and then work with the EPA TOPO to conduct technical peer review, incorporate peer review comments and assist with adding it to the Watershed Academy Web Cold Fusion, Oracle database that is posted on EPA's server.

- **Other modules** related to EPA's monitoring, TMDL/watershed, nonpoint source, stormwater, wetlands, oceans, climate change, urban watershed issues, smart growth, capacity building issues, and other watershed-related topics.

The contractor shall have experience in building/maintaining Cold Fusion Web pages with an Oracle back-end and experience in developing training materials.

TASK 3: - Support for Live Webcasts and Training Courses

Watershed Academy has conducted 73 Watershed Academy Webcasts since 2005 on a wide range of watershed/water topics (for more background on Webcasts see www.epa.gov/watershedwebcasts). Webcasts are typically conducted at 1:00pm to 3:00pm EST on week days. Attendees must register online in advance to participate in Webcasts. During the Webcasts, trainees log onto the Web to participate in live training conducted by expert instructors. Participant computers must have the capability of playing sound in order to attend the Webcasts. In advance of webcasts, EPA posts PDF copies of the PowerPoint slides on the Website for participants to download. EPA's Watershed Academy also now offers a downloadable certificate to those that attend webcasts. For those that are not able to register for a Webcast, a streaming audio version of the training is made available after the live seminar and posted on the Web at www.epa.gov/watershedwebcasts.

Under this task the contractor shall provide assistance for at least four Webcasts annually using a Webcast platform that is able to accommodate a large number of attendees, **including up to 2,000 attendees**. The contractor shall provide logistical support for Webcasts, the streaming audio for the Webcast, and archiving of the Webcasts as identified below. The contractor shall assist with the delivery of each Webcast as requested by the TOPO.

The contractor shall provide the following logistical support for Webcasts including the following:

- Coordinating Webcast presentations with presenters including letting them know the deadlines for submitting Webcast presentations and other related materials;
- Providing travel support for up to one (1) Webcast presenter (e.g., technical expert, state agency staff person) to travel to Washington, DC to conduct their Webcast, as requested by the TOM via technical direction. Note: If the technical expert presenter is not able to pay for their travel expenses, the contractor shall pay their travel expenses as a subcontractor employee. The contractor shall employ or contract with the presenter(s) in order for the travel expenses to be approved and paid for. Travel expenses shall only be

paid to the individuals performing a direct function of the contract. The contractor may not pay for travel for federal government employees.

- Preparing a 1-page flyer to publicize each Webcast, as needed;
- Preparing a list of "additional resources" for each Webcast related to each Webcast topic, as needed;
- Preparing a "certificate" for posting on the Web so that participants can download the certificate after the training;
- Preparing an evaluation form to use at the end of each Webcast and assisting with preparation of polling questions to use during the Webcast;
- Assisting with formatting and editing of Webcast presentations (e.g. adding introductory and question slides, removing animation and talking points, compressing slides and fixing other formatting problems);
- Providing a final PowerPoint file and PDF copy of the Webcast presentation;
- Answering email and phone questions related to the Webcasts;
- Preparing a draft "script" for moderators to use during the Webcasts to introduce and close the Webcasts and for the Q/A sessions and polling questions and serving as moderator, as needed.
- Conducting all or a portion of up to two (2) Webcasts including preparing and presenting PowerPoint presentation on topics such as the "ABCs of TMDLs or other topics, as requested by the TOM; and
- Assisting with follow-up activities after the Webcast such as summarizing number of Webcast attendees and polling data, and reviewing the closed captioning/archives for the Webcasts.

The contractor shall provide the following support for Streaming Audio Webcasts including the following tasks:

- The Webcast platform used by the contractor shall be able to accommodate a large number of attendees, including **up to 2,000 attendees**. The contractor shall set up a customized Webcast registration page with the EPA and Watershed Academy logos and information on the Webcast and the speakers. Contractor shall also provide a Webcast platform that includes an "audience view" of Webcast materials for participants including copies of the PowerPoint presentations, additional information such as speaker photos, PDF copies of PowerPoint presentations, live questions and answers, polling capabilities, feedback form, closed captioning during Webcasts, link to list of additional resources and certificate for Webcast;
- Conducting the live broadcast with synchronized slides and audio, including monitoring the audio and visual quality of the feeds throughout the broadcast;
- Providing certain features during the live Webcast, including: phone bridge for speaker participation from the DC area as well as other locations in the U.S., automatic slide advancement, instant polling, trouble shooting of participant problems, and live speaker chat.

Archiving Webcasts for Web:

- The contractor shall archive the Webcasts and save them in a format that is section 508 compliant, including closed captioning done during each Webcast, that EPA can use for posting on EPA's Website.
- The contractor shall provide to EPA two copies of a CD which include archived copies of each of the Webcasts suitable for posting on the EPA server. These archived Webcasts should be provided in archived format (including closed captioning) and MP4 format. The CDs shall be delivered via Federal Express, or similar courier service, to avoid irradiation to the TOPO's street address:

Anne Weinberg
 United States Environmental Protection Agency
 EPA West Building
 1301 Constitution Avenue, NW
 Room 7417K
 Washington, DC 20004
 Phone: 202-566-1217

The contractor shall provide support for delivery of 1-2 Watershed Academy training courses identified on the Watershed Academy Website at:

<http://water.epa.gov/learn/training/wacademy/wsatrain.cfm> (e.g., The Key EPA Internet Tools for Watershed Protection training course at http://water.epa.gov/learn/training/wacademy/epatools_index.cfm, the Introduction to the Clean Water Act, CWA/SDWA course, Watershed Planning Course, Introduction to TMDLs).

Contractor support for live training shall include: designing course visuals and graphics; writing course talking points; developing a wide variety of course materials for exercises and handouts; storyboarding course organization and flow; providing technical speakers or presenters at the TOPO's request; meeting with the TOPO to plan and develop materials; providing logistical meeting support for training events including room/computer rentals; supporting travel of trainers to locations where training is delivered; developing train-the-trainer materials; and preparing/summarizing course evaluation forms. The end products envisioned for this part of the task are revisions and new additions to training packages (instructors' manual, visuals and trainee materials) for live 2-hour to 5-day training sessions. Live training may be done onsite or through the use of webinars.

Task 4: Support for a Webinars on Key EPA Watershed Internet Tools or Other Watershed/Water-Related Topics

The contractor shall provide support for Watershed Academy Webcasts that are delivered using webinar technology such as GotoWebinar, Live meeting or similar online webinar technology. The contractor shall work with the TOPO to develop at least eight (8) Webinars to educate states, EPA Regions, local watershed groups and other stakeholders on the application and use of key EPA Internet-based watershed tools, as well as other watershed/water-related topics. The contractor shall use a collaboration tool (e.g., GotoWebinar, Live meeting or similar online Webinar technology) for these Webinars. The Webinars shall demonstrate how to use key EPA Internet tools in an interactive seminar. Webinars have the advantage of being able to

demonstrate Internet tools in real-time. In addition, Webinars will also be used to present just PowerPoint presentations on key watershed/water-related topics as identified by the TOPO.

These Webinars shall be approximately 1 ½ to 2 hours in length. Some of the Webinars will be presented by the contractor based on materials in the previously developed live course entitled **Key EPA Internet-Based Tools for Watershed Management** (see http://water.epa.gov/learn/training/wacademy/epatools_index.cfm)

The following are example Internet tools that shall be covered in the Webinars: Watershed Central/Wiki; Nonpoint Source Outreach Toolbox; WATERS; Enviromapper for Water; ATTAINS; and any other tools as requested by the TOPO through technical direction. The Webinars will also cover other watershed/water-related topics as identified by the TOPO.

The contractor shall work with the TOPO and the EPA lead for each of the tools/topics to make sure that the most up-to-date features/information are demonstrated in the Webinars. The EPA TOPO, Alternate TOPO if the TOPO is on leave or travel, the PO or the CO are the only individuals authorized to provide technical direction. The EPA lead, if not one of the individuals identified above, may engage in technical communications, but may not issue technical direction. For each of the eight Webinars, the contractor shall assist in setting up the Webinar, assist with preparing the course materials, incorporate comments from EPA TOPO prior to the Webinar, in some cases actually present the information and answer questions from the audience during the Webinar. The contractor shall provide 2 copies of a CD recording of the Webinar in MP4 format and including a transcript so that the Webinars can be posted on the Watershed Academy Website.

The contractor shall use a similar approach to the development and conduct of the Webinars as identified for Webcasts in Task 2, including the following:

The contractor shall provide the following logistical support for Webinars including the following:

- Collaborating with the TOPO to identify the key EPA watershed Internet tools or other water/watershed-related topics to highlight in each Webinar. Where the contractor is presenting all or a portion of the Webinar they shall work to insure that new aspects of Internet tools are highlighted appropriately by sharing a draft **annotated outline of the Webinar** with screen shots in advance for review by the TOPO and key EPA staff identified for each of the Web tools
- Providing travel support for up to one (1) Webinar presenter (e.g., technical expert, state agency staff person) to travel to Washington, DC to conduct their Webinar, as requested by the TOM via technical direction. Note: If the technical expert presenter is not able to pay for their travel expenses, the contractor shall pay their travel expenses as a subcontractor employee. The contractor shall employ or contract with the presenter(s) in order for the travel expenses to be approved and paid for. Travel expenses shall only be paid to the individuals performing a direct function of the contract. The contractor may not pay for travel for federal government employees.
- Preparing a **1-page flyer** to publicize each Webinar, as needed.

- Preparing necessary **PowerPoint presentations** which may be component of the Webinar. The contractor shall assist with formatting of Webcast presentations (e.g. preparing introductory and question slides, talking points, compressing slides, etc.);
- Providing a final **PowerPoint file and notes** for each Webinar.
- Answering email and phone questions related to the Webinars;
- Preparing a standardized draft "**script**" for **moderators** to use during the Webcasts to introduce and close the Webinars.
- Assisting with conduct of at least eight Webinars to explain the key EPA watershed Internet tools and/or other water/watershed-related topics, and providing a transcript (or closed captioning, should technology allow) of the Webinar.
- Assisting with follow-up activities after the Webcast such as summarizing number of Webinar attendees and reviewing the archives/transcript of the Webinars.

The contractor shall provide the following support for conducting the Webinars including the following:

- Assisting with opening registration for the Webinar.
- Ordering transcription of the Webinars so that transcripts of Webinars can be posted on EPA's server after the Webinar to make it section 508 compliant. The TOPO may also request the contractor to provide closed captioning for Webinars as well.
- Assisting with the conduct of the Webinar including trouble shooting of participant problems with live chat/question/answer system.

Archiving Webinars for Web

- The contractor shall be responsible for archiving the Webinars. The contractor will provide a written transcript of each Webinar that EPA can use for posting on EPA's Website.
- The contractor shall also provide to EPA two copies of a CD which includes an MP4 version of each of the Webinars suitable for posting on the EPA server. The CDs shall be delivered via Federal Express, or similar courier service, to avoid irradiation to the TOPO's street address:

Anne Weinberg
 United States Environmental Protection Agency
 EPA West Building
 1301 Constitution Avenue, NW
 Room 7417K
 Washington, DC 20004
 Phone: 202-566-1217

TASK 5: Support for Updating/Maintaining Federal Funding Database for Watershed Protection

The contractor shall annually update/maintain, per technical direction from the TOM, the searchable, Web-based **"Catalog of Federal Funding Sources of Watershed Protection"** which provides brief summaries of Federal funding programs available for watershed protection. This database was initially developed in 2002/03 and has been updated in 2004 through 2013. The database is currently posted on EPA's public server at: www.epa.gov/watershedfunding. The database was updated in 2012 to run on APEX and it includes information about approximately 90 federal funding programs for watershed protection. The database is searchable and interactive, and was designed to be a user-friendly way for citizens and others to find information about available Federal funding sources for watershed protection.

Under this task, contractor support shall update/maintain the Federal Funding Database including using the Web-based editing application to continue updating the funding information in the database and Website during the Base Period and Option Periods. Anticipated tasks each year include: updating of the database annually with current funding information; soliciting updates from Federal program contacts each year; researching/writing summaries of new Federal programs each year, as appropriate; editing/updating existing program summaries; deleting information on programs that are not funded; adding updated funding information; and editing program information/Website as requested by the TOPO.

TASK 6: - General Communications Support for Watershed Academy and Other Water Topics

The contractor shall provide general support for other communications work related to the Watershed Academy and other water/watershed topics. This editorial/technical/communications support is often needed on a quick turnaround basis as requested by the TOM through technical direction. The following are the types of activities where contractor support may be needed:

- Providing technical, editorial, and graphic support for developing and completing draft/final products including: Websites, educational signage/posters/displays, fact sheets, briefing materials, reports, and multi-media products such as online videos, CDs, DVDs, Beta SP, and Digibeta tapes, or other products. Contractor shall also provide a limited number of copies of Watershed Academy and other Agency publications for limited distribution, within the printing limits of the contract.
- Identifying key messages for products, conducting focus groups, and marketing new products.
- Technical, editorial, graphic or logistical support for the Watershed Academy and other EPA water-related programs including:
 - Assistance in preparing a new CD of the Watershed Academy Web and/or Webcasts; and assisting with marketing the Watershed Academy through the development of posters, presentations, flyers and other means.
- Logistical support for meetings/training courses (e.g., provision of meeting rooms, facilitators, notetaking, registration, etc.) as requested by the TOPO.

TASK 7: Brief Final Report on Task Order

The contractor shall provide a brief final report on the status of all benchmarks, deliverables and milestones after the Base Period and each subsequent Option Period. This final report will identify any QA issues, if any.

D. SCHEDULE OF BENCHMARKS, DELIVERABLES & MILESTONES

Base Period: 12 months		
TASK	BENCHMARKS/DELIVERABLES/ MILESTONES	SCHEDULE
1	Kickoff Meeting	Within 10 business days of start of Task Order Award
1	Draft Quality Statement for EPA review and approval	Within 10 business days after Kickoff Meeting
1	Final Quality Statement for EPA approval	Within 5 business days after receiving of comments from the TOPO
1	Monthly Conference Calls and Meeting Minutes, Monthly Progress Reports and immediate notification of TOPO of any delays.	Draft within 5 business days Final within 5 business days after receiving of comments from the TOPO; immediate notification of any delays
1	Contractor identifies any issues with QA procedures and provides revised QA procedures.	Within 5 business days of discussing QA issues at a kickoff meeting or monthly conference call
		0 - 364 days after Task Order Award:
2	Provide continued support for editing/updating Watershed Academy Web database and modules.	Within 10 - 20 working days of receiving written technical direction from the TOPO .
2	Develop two (two) new training modules and assist with posting in the database on the EPA server including providing PDF versions of modules for posting on Web.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
3	Deliver at least four (4) Webcasts including providing logistical support and streaming audio, as indicated above.	Within 30 days after a technical direction is issued by the TOPO.
3	Deliver archived versions of each seminar including audio files and PowerPoint slides along with the closed captioning (to comply with section 508 requirements) for posting on the Web). Deliver 2 CD copies of Webcasts in archived format (including closed captioning) and MP4 format. Also, deliver the CD-Rom to EPA via Federal Express or similar courier.	Within 10 working days of a completed Webcast.

3	Provide support for 1-2 live Watershed Academy courses.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
4	Deliver at least eight (8) Webinars on key EPA Internet tools and other water/watershed-related topics including sometime conducting the Webinar –and providing logistical support for the Webinar, as indicated above.	Within 30 days after a technical direction is issued by the TOPO.
4	Deliver archived versions of each Webinar seminar including audio and screen files along with the written transcript (to comply with section 508 requirements) for posting on the Web, if technology allows. Deliver 2 CD copies of Webinars in MP4 format, including the written transcript of the Webinar. Also, deliver the CD-Rom to EPA via Federal Express or similar courier.	Within 10 working days of a completed Webinar.
5	Update funding information in the Catalog of Federal Funding database, including adding new programs, deleting programs and including up-to-date funding information for each program in the Catalog.	Within 20 working days after a technical direction issued by the TOPO.
5	Assist with updating database each year to accommodate info for the new fiscal year and to edit information in the database , as appropriate	Within 20 working days after a technical direction issued by the TOM, before 12 months after award.
5	Send email queries to Federal program contacts and make edits to Catalog of Federal Funding Database including adding updated funding levels and other program updates for each the new fiscal year. Research new Federal funding programs and add/delete information as appropriate on these programs in the database.	Within 20 working days after a technical direction issued by the TOPO.
6	General support (technical/editorial/ graphic support) for the Watershed Academy and other water-related programs products.	Within 10 - 20 working days after a technical direction issued by the TOPO.
		334 - 364 days after Task Order Award:
7	Brief draft final report on status of each of the above tasks.	Generally within 10 business days after receipt of written technical direction from the TOPO.

7	Brief final report on status of each of the above tasks, which incorporates feedback from the TOPO.	Generally within 10 business days after receipt of written technical direction from the TOPO.
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BEGIN OPTION PERIOD ONE		12 months
TASK	BENCHMARKS/DELIVERABLES/ MILESTONES	SCHEDULE
1	Kickoff Meeting	Within 10 business days of start of Task Order Award
1	Monthly Conference Calls and Meeting Minutes, Monthly Progress Reports and immediate notification of TOPO of any delays.	Draft within 5 business days Final within 5 business days after receiving of comments from the TOPO; immediate notification of delays
1	Contractor identifies any issues with QA procedures and provides revised QA procedures, or revised Quality Statement for EPA review and approval.	Within 5 business days of discussing QA issues at a kickoff meeting or monthly conference call.
		0-364 days after Period Exercised:
2	Provide continued support for editing/updating Watershed Academy Web database and modules.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
2	Develop two (two) new training modules and assist with posting in the database on the EPA server including providing PDF versions of modules for posting on Web.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
3	Deliver at least four (4) Webcasts including providing logistical support and streaming audio, as indicated above.	Within 30 days after a technical direction is issued by the TOPO.
3	Deliver archived versions of each seminar including audio files and PowerPoint slides along with the closed captioning (to comply with section 508 requirements) for posting on the Web). Deliver 2 CD copies of Webcasts in archived format (including closed captioning) and MP4 format. Also, deliver the CD-Rom to EPA via Federal Express or similar courier.	Within 10 working days of a completed Webcast.

3	Provide support for 1-2 live Watershed Academy courses.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
4	Deliver at least eight (8) Webinars on key EPA Internet tools and other water/watershed-related topics including sometime conducting the Webinar –and providing logistical support for the Webinar, as indicated above.	Within 30 days after a technical direction is issued by the TOPO.
4	Deliver archived versions of each Webinar seminar including audio and screen files along with the written transcript (to comply with section 508 requirements) for posting on the Web, if technology allows. Deliver 2 CD copies of Webinars in MP4 format, including the written transcript of the Webinar. Also, deliver the CD-Rom to EPA via Federal Express or similar courier.	Within 10 working days of a completed Webinar.
5	Update funding information in the Catalog of Federal Funding database, including adding new programs, deleting programs and including up-to-date funding information for each program in the Catalog.	Within 20 working days after a technical direction issued by the TOPO.
5	Assist with updating database each year to accommodate info for the new fiscal year and to edit information in the database , as appropriate	Within 20 working days after a technical direction issued by the TOM, before 12 months after award.
5	Send email queries to Federal program contacts and make edits to Catalog of Federal Funding Database including adding updated funding levels and other program updates for each the new fiscal year. Research new Federal funding programs and add/delete information as appropriate on these programs in the database.	Within 20 working days after a technical direction issued by the TOPO.
6	General support (technical/editorial/ graphic support) for the Watershed Academy and other water-related programs products.	Within 10 - 20 working days after a technical direction issued by the TOPO.
		334 - 364 days after Period Exercised:
7	Brief draft final report on status of each of the above tasks.	Generally within 10 business days after receipt of written technical direction from the TOPO.

7	Brief final report on status of each of the above tasks, which incorporates feedback from the TOPO.	Generally within 10 business days after receipt of written technical direction from the TOPO.
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BEGIN OPTION PERIOD TWO		12 months
TASK	BENCHMARKS/DELIVERABLES/ MILESTONES	SCHEDULE
1	Kickoff Meeting	Within 10 business days of start of Task Order Award
1	Monthly Conference Calls and Meeting Minutes, Monthly Progress Reports and immediate notification of TOPO of any delays.	Draft within 5 business days Final within 5 business days after receiving of comments from the TOPO; immediate notification of delays
1	Contractor identifies any issues with QA procedures and provides revised QA procedures, or revised Quality Statement for EPA review and approval.	Within 5 business days of discussing QA issues at a kickoff meeting or monthly conference call.
		0 - 364 days Period Exercised:
2	Provide continued support for editing/updating Watershed Academy Web database and modules.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
2	Develop 3 (three) new training modules and assist with posting in the database on the EPA server including providing PDF versions of modules for posting on Web.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
3	Deliver at least four (4) Webcasts including providing logistical support and streaming audio, as indicated above.	Within 30 days after a technical direction is issued by the TOPO.
3	Deliver archived versions of each seminar including audio files and PowerPoint slides along with the closed captioning (to comply with section 508 requirements) for posting on the Web). Deliver 2 CD copies of Webcasts in archived format (including closed captioning) and MP4 format. Also, deliver the CD-Rom to EPA via Federal Express or similar courier.	Within 10 working days of a completed Webcast.

3	Provide support for 1-2 live Watershed Academy courses.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
4	Deliver at least eight (8) Webinars on key EPA Internet tools and other water/watershed-related topics including sometime conducting the Webinar –and providing logistical support for the Webinar, as indicated above.	Within 30 days after a technical direction is issued by the TOPO.
4	Deliver archived versions of each Webinar seminar including audio and screen files along with the written transcript (to comply with section 508 requirements) for posting on the Web, if technology allows. Deliver 2 CD copies of Webinars in MP4 format, including the written transcript of the Webinar. Also, deliver the CD-Rom to EPA via Federal Express or similar courier.	Within 10 working days of a completed Webinar.
5	Update funding information in the Catalog of Federal Funding database, including adding new programs, deleting programs and including up-to-date funding information for each program in the Catalog.	Within 20 working days after a technical direction issued by the TOPO.
5	Assist with updating database each year to accommodate info for the new fiscal year and to edit information in the database , as appropriate	Within 20 working days after a technical direction issued by the TOM, before 12 months after award.
5	Send email queries to Federal program contacts and make edits to Catalog of Federal Funding Database including adding updated funding levels and other program updates for each the new fiscal year. Research new Federal funding programs and add/delete information as appropriate on these programs in the database.	Within 20 working days after a technical direction issued by the TOPO.
6	General support (technical/editorial/ graphic support) for the Watershed Academy and other water-related programs products.	Within 10 - 20 working days after a technical direction issued by the TOPO.
		334 - 364 days after Period Exercised:
7	Brief draft final report on status of each of the above tasks.	Generally within 10 business days after receipt of written technical direction from the TOPO.

7	Brief final report on status of each of the above tasks, which incorporates feedback from the TOPO.	Generally within 10 business days after receipt of written technical direction from the TOPO.
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BEGIN OPTION PERIOD THREE		12 MONTHS
TASK	BENCHMARKS/DELIVERABLES/ MILESTONES	SCHEDULE
1	Kickoff Meeting	Within 10 business days of start of Task Order Award
1	Monthly Conference Calls and Meeting Minutes, Monthly Progress Reports and immediate notification of TOPO of any delays.	Draft within 5 business days Final within 5 business days after receiving of comments from the TOPO; immediate notification of delays
1	Contractor identifies any issues with QA procedures and provides revised QA procedures, or revised Quality Statement for EPA review and approval.	Within 5 business days of discussing QA issues at a kickoff meeting or monthly conference call.
		0-364 days after Period Exercised:
2	Provide continued support for editing/updating Watershed Academy Web database and modules.	Within 10 - 20 working days of receiving written technical direction from the TOPO .
2	Develop two (two) new training modules and assist with posting in the database on the EPA server including providing PDF versions of modules for posting on Web.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
3	Deliver at least four (4) Webcasts including providing logistical support and streaming audio, as indicated above.	Within 30 days after a technical direction is issued by the TOPO.
3	Deliver archived versions of each seminar including audio files and PowerPoint slides along with the closed captioning (to comply with section 508 requirements) for posting on the Web). Deliver 2 CD copies of Webcasts in archived format (including closed captioning) and MP4 format. Also, deliver the CD-Rom to EPA via Federal Express or similar courier.	Within 10 working days of a completed Webcast.

3	Provide support for 1-2 live Watershed Academy courses.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
4	Deliver at least eight (8) Webinars on key EPA Internet tools and other water/watershed-related topics including sometime conducting the Webinar –and providing logistical support for the Webinar, as indicated above.	Within 30 days after a technical direction is issued by the TOPO.
4	Deliver archived versions of each Webinar seminar including audio and screen files along with the written transcript (to comply with section 508 requirements) for posting on the Web, if technology allows. Deliver 2 CD copies of Webinars in MP4 format, including the written transcript of the Webinar. Also, deliver the CD-Rom to EPA via Federal Express or similar courier.	Within 10 working days of a completed Webinar.
5	Update funding information in the Catalog of Federal Funding database, including adding new programs, deleting programs and including up-to-date funding information for each program in the Catalog.	Within 20 working days after a technical direction issued by the TOPO.
5	Assist with updating database each year to accommodate info for the new fiscal year and to edit information in the database , as appropriate	Within 20 working days after a technical direction issued by the TOM, before 12 months after award.
5	Send email queries to Federal program contacts and make edits to Catalog of Federal Funding Database including adding updated funding levels and other program updates for each the new fiscal year. Research new Federal funding programs and add/delete information as appropriate on these programs in the database.	Within 20 working days after a technical direction issued by the TOPO.
6	General support (technical/editorial/ graphic support) for the Watershed Academy and other water-related programs products.	Within 10 - 20 working days after a technical direction issued by the TOPO.
		334 - 364 days after Period Exercised:
7	Brief draft final report on status of each of the above tasks.	Generally within 10 business days after receipt of written technical direction from the TOPO.

7	Brief final report on status of each of the above tasks, which incorporates feedback from the TOPO.	Generally within 10 business days after receipt of written technical direction from the TOPO.
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BEGIN OPTION PERIOD FOUR		7 Months
TASK	BENCHMARKS/DELIVERABLES/ MILESTONES	SCHEDULE
1	Kickoff Meeting	Within 10 business days of start of Task Order Award
1	Monthly Conference Calls and Meeting Minutes, Monthly Progress Reports and immediate notification of TOPO of any delays.	Draft within 5 business days Final within 5 business days after receiving of comments from the TOPO; immediate notification of delays
1	Contractor identifies any issues with QA procedures and provides revised QA procedures, or revised Quality Statement for EPA review and approval.	Within 5 business days of discussing QA issues at a kickoff meeting or monthly conference call.
		0-364 days after Period Exercised:
2	Provide continued support for editing/updating Watershed Academy Web database and modules.	Within 10 - 20 working days of receiving written technical direction from the TOPO .
2	Develop two (two) new training modules and assist with posting in the database on the EPA server including providing PDF versions of modules for posting on Web.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
3	Deliver at least four (4) Webcasts including providing logistical support and streaming audio, as indicated above.	Within 30 days after a technical direction is issued by the TOPO.
3	Deliver archived versions of each seminar including audio files and PowerPoint slides along with the closed captioning (to comply with section 508 requirements) for posting on the Web). Deliver 2 CD copies of Webcasts in archived format (including closed captioning) and MP4 format. Also, deliver the CD-Rom to EPA via Federal Express or similar courier.	Within 10 working days of a completed Webcast.

3	Provide support for 1-2 live Watershed Academy courses.	Within 10 - 20 working days of receiving written technical direction from the TOPO.
4	Deliver at least eight (8) Webinars on key EPA Internet tools and other water/watershed-related topics including sometime conducting the Webinar –and providing logistical support for the Webinar, as indicated above.	Within 30 days after a technical direction is issued by the TOPO.
4	Deliver archived versions of each Webinar seminar including audio and screen files along with the written transcript (to comply with section 508 requirements) for posting on the Web, if technology allows. Deliver 2 CD copies of Webinars in MP4 format, including the written transcript of the Webinar. Also, deliver the CD-Rom to EPA via Federal Express or similar courier.	Within 10 working days of a completed Webinar.
5	Update funding information in the Catalog of Federal Funding database, including adding new programs, deleting programs and including up-to-date funding information for each program in the Catalog.	Within 20 working days after a technical direction issued by the TOPO.
5	Assist with updating database each year to accommodate info for the new fiscal year and to edit information in the database, as appropriate	Within 20 working days after a technical direction issued by the TOM, before 12 months after award.
5	Send email queries to Federal program contacts and make edits to Catalog of Federal Funding Database including adding updated funding levels and other program updates for each the new fiscal year. Research new Federal funding programs and add/delete information as appropriate on these programs in the database.	Within 20 working days after a technical direction issued by the TOPO.
6	General support (technical/editorial/ graphic support) for the Watershed Academy and other water-related programs products.	Within 10 - 20 working days after a technical direction issued by the TOPO.
		–6 months after Period Exercised:
7	Brief draft final report on status of each of the above tasks.	Generally within 10 business days after receipt of written technical direction from the TOPO.

7	Brief final report on status of each of the above tasks, which incorporates feedback from the TOPO.	Generally within 10 business days after receipt of written technical direction from the TOPO.
END OF TABLE		END OF TABLE

When the Task Order reaches 30 calendar days prior to the end of the Period of Performance in a given period, the contractor shall make a determination that the deliverables, milestones, benchmarks, and any outstanding technical direction from the TOPO, will be satisfactorily completed in the form requested in the PWS by the end of the Period of Performance and for the remaining funding that is available.

If the contractor determines one or more of the above-referenced items will not be able to be completed in the requested form within the period of performance and with the available funding, the contractor shall notify the TOPO and the CO immediately. Within 5 business days of said notification, the TOPO in coordination with the CO will provide technical direction concerning use of the remaining funding to prepare and furnish to the TOPO all interim draft deliverables, interim work products, and any working files in an electronic format which is supported by EPA, for eventual continuation of the project after the end date of the Task Order.

E. REPORTING

All documentation and reporting under this Task Order shall be in compliance with contract requirements. Reference Contract Clause C-1 (c) and Attachment 1, PWS, Section 2.5.3.4, 3.7, and 4.3.7. See contract clause F.2, F.3, and J.2 "List of Attachments, Number 2 - Reports of Work" as supplemented by TO specific instructions under Task 3 of this PWS.

F. DELIVERABLES AND GENERAL PERFORMANCE:

The contractor shall participate in meetings and conference calls arranged by the EPA Task Order Project Officer.

The contractor shall when requested by the TOPO provide supporting documentation when EPA is reviewing draft deliverables to facilitate EPA review and approval of the Contractor's work. Documentation will include the electronic files and detailed, written explanation of all steps and decisions. The Contractor is expected to comply with this request when it is received from the TOPO regardless of whether such a request is described in the individual tasks of this PWS. The Contractor is expected to furnish this information in such manner that no proprietary software will be needed for EPA to read, interpret, replicate or model any work product of this agreement, unless otherwise noted in this PWS or by written permission of the EPA TOPO. The objective is that anyone with the appropriate skill level can use the information produced under this Task Order to check or duplicate the Contractor's work for replication and/or verification. With this understanding of how this Task Order's data will be used, any elements essential to successfully replicating analysis shall be provided to EPA in a

commonly-used format.

The Contractor shall provide both scientific/technical and editorial review as defined in section 2.6 of the Prime Contract Performance Work Statement on any Task Order **draft** product before submission to the EPA TOPO for review. This process does not need to be performed by an independent peer reviewer. It is expected that all editorial review comments will be addressed before deliverables are furnished to the EPA TOPO for review (in the case of draft deliverables) or acceptance (in the case of final deliverables); and that questions raised by scientific/technical review will be either addressed or discussed with the EPA TOPO prior to the contractor furnishing draft deliverables.

EPA anticipates that the contractor's work will be judged "satisfactory" according to the QASP if Task Order Project Officer edits to deliverables are no more than ten percent (10%) of the content of any draft deliverable, or less than two percent (2%) of any final deliverable. In addition, EPA anticipates that the contractor's work will be judged "satisfactory" according to the QASP if less than ten percent (10%) of the pages of written final deliverables contain Task Order Project Officer edits for such things as grammar, punctuation and format. The EPA TOPO can upon request furnish a copy of the EPA correspondence manual for the contractor's use.

Upon receipt of written technical direction from the TOPO, the contractor shall furnish:

- **all deliverables (draft and final) to EPA shall be furnished in an electronic version** and in an electronic format that EPA can support (see TSAWP Contract PWS Section 4.0 Deliverables).
- **all final deliverables to EPA shall include one (1) electronic copy and two (2) paper copies.** All final deliverables shall be prepared according to EPA publication guidelines and shall be compliant with Section 508 of the Americans with Disabilities Act.

All submittals to EPA shall be formatted as described below.

Electronic submissions shall be made in the following manner: electronic Microsoft Word© for any written reports, summaries or analysis documents, Microsoft Excel© format for any and all spreadsheets, raw data, coding and modeling work (including all model runs with essential data to replicate model runs), and Microsoft Access© format for any and all databases or for other data as is approved by the EPA TOPO in writing.

Final electronic submissions shall be on Compact Disk (CD) or Digital Versatile Disc (DVD). The contractor may utilize an FTP, but only if the EPA TOPO gives

written permission. Every electronic document and all of the sections, text, graphs, charts or figures shall be unlocked, open and editable so that EPA may make further changes.

Final paper submissions shall be made in the following manner: two (2) separate and identical copies of all deliverables must be submitted; each separate copy includes all the products due at that date (i.e., Task 1, 2, etc.), and must be submitted in one (1) or more bound volumes, as appropriate, with a title page, an executive summary describing the purpose and content, and an index, located inside the front cover of each bound volume, and electronic copies enclosed in envelopes (or other suitable means) bound in the respective volume. Although PDF versions of materials may be additionally submitted per the contractor's prerogative, neither electronic nor paper PDF versions will be acceptable as any final work product.

Appropriate electronic format that is supported by EPA and printing of all GIS data layers, maps, photos, bench sheets and other written material not easily printed or saved in the above formats will be discussed and a format agreed upon with the EPA TOPO prior to submittal by the contractor.

G. ANTICIPATED TRAVEL

All travel under this Task Order shall be in compliance with contract requirements and only according to specific Technical Direction. (See contract clause H-17). Travel is presently anticipated to be incidental only as needed to meet the EPA TOPO and to provide support for Webcasts/Webinars conducted at EPA Headquarters (Task 3 and 4), and for two Webcast/Webinar presenters (Task 3 and 4) to travel to Washington, DC to participate in a Webcast/Webinar in person. For planning purposes, 12 meetings each base and option period would be for contractor travel to EPA HQ in DC, and two trips for each base and option period would be for Webcast/Webinar speakers to travel to Washington, DC to participate in a Webcast/Webinar in person (for costing purposes assume Webcast/Webinar speakers will travel from a central location such as New Orleans, LA).

H. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the EPA Task Order Project Officer.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The EPA projects that none of the individual meetings identified in these tasks will exceed a total cost of \$25,000. The contractor shall immediately notify the EPA Contracting Officer, PO and TOPO of any anticipated individual event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$23,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

J. VALIDATION OF TASK ORDER DELIVERABLES FOR SECTION 508 COMPLIANCE

The Contractor shall support the TOPO in conducting a "Final Deliverable Validation" to ensure compliance with Section 508 and the Federal Acquisition Regulations (FAR) related to "electronic and information technology (EIT) deliverables". The Contractor shall furnish certification, in writing, to the TOPO that the Contractor has complied with EPAAR Clause 1552.211-79 "Compliance with EPA Policies for Information Resources Management" (Reference Contract Clause C-1), including the requirement that all electronic and information technology (EIT) deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. Reference Contract Clause C-1 (c) and Attachment 1, PWS, Section 2.5.3.4, 3.7, and 4.3.7.

K. QUALITY ASSURANCE SURVEILLANCE PLAN

Per contract requirements.

L. NOTIFICATION OF COMPLETION OF TO DELIVERABLES

In the event that the Task Order reaches thirty (30) days prior to the end of the Period of Performance in a given period and the Contractor assesses that the deliverables, benchmarks or milestones will not be able to be completed, the Contractor shall immediately furnish written notification to the TOPO and the Contracting Officer (CO).

Within five (5) business days of receiving this written notification, the TOPO in coordination with the CO will provide written technical direction to the Contractor concerning use of the funds which remain in the Task Order to prepare draft deliverables, interim work products, and any necessary working files in an electronic format which is supported by EPA, and furnish these to the TOPO.

Contract Number
Task Order Number
Recapitulation Of Funding

Base Period 7/24/2013 to 6/30/2014

	Estimated Cost	Fixed Fee	Cost Plus Fixed Fee
Initial Award	\$(b)(4)	\$(b)(4)	\$60,000.00
Modification 1	\$	\$	\$20,000.00
Total Funded	\$	\$	\$80,000.00
Total Task Order	\$	\$	\$99,995.77
Balance Unfunded	\$	\$	\$19,995.77

Option Period 1 7/01/2014 to 6/30/2015

Modification 2	\$(b)(4)	\$(b)(4)	\$99,218.00
Modification 3			\$15,714.00
Modification 4			\$30,271.00
Total Funded	\$	\$	\$145,203.00
Total Task Order	\$	\$	\$145,203.00
Balance Unfunded			\$0.00

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1

33

2. AMENDMENT/MODIFICATION NO.

004

3. EFFECTIVE DATE

See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

See Schedule

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

CPOD

7. ADMINISTERED BY (If other than Item 6)

CODE

CPOD

(FOR U.S. MAIL ONLY)

US Environmental Protection Agency

26 West Martin Luther King Drive

Mail Code: NWD

Cincinnati OH 45268

CPOD

US Environmental Protection Agency

26 West Martin Luther King Drive

Mail Code: NWD

Cincinnati OH 45268

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

9A. AMENDMENT OF SOLICITATION NO.

(x)

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

EP-C-12-055

0008

10B. DATED (SEE ITEM 13)

07/24/2013

TETRA TECH, INC.

10306 EATON PLACE STE 340

FAIRFAX VA 220302201

CODE (b)(4)

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Net Increase:

\$30,271.00

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

52-243-2 Changes & 52.232-20 Limitation of Cost

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

2013 Watershed Academy and Communications Support

The purpose of this modification is to 1.) incorporate additional tasks added to the PWS; 2.) increase Option Period I ceiling associated with these changes; and 3.) fully fund Option Period I changes in the amount of \$30,271. See attached Recapitulation of Funds Sheet.

TOPO: Anne Weinberg Max Expire Date: 03/31/2016

LIST OF CHANGES:

Reason for Modification : Supplemental Agreement for work within scope

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Noelle Mills

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16

ELECTRONIC
SIGNATURE

16C. DATE SIGNED

09/10/2014

(Signature of person authorized to sign)

NSN 7540-01-152-8070

Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
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CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-C-12-055/0008/004	PAGE 2	OF 33
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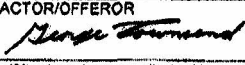

NAME OF OFFEROR OR CONTRACTOR
TETRA TECH, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Total Amount for this Modification: \$30,271.00 New Total Amount for this Version: \$145,203.00 New Total Amount for this Award: \$540,307.77 Obligated Amount for this Modification: \$30,271.00 New Total Obligated Amount for this Award: \$225,203.00 Incremental Funded Amount changed: from \$80,000.00 to \$225,203.00</p> <p>CHANGES FOR LINE ITEM NUMBER: 2 Total Amount changed from \$114,932.00 to \$145,203.00 Obligated Amount for this modification: \$30,271.00 Incremental Funded Amount changed from \$0.00 to \$145,203.00</p> <p>CHANGES FOR DELIVERY LOCATION: CPOD Amount changed from \$114,932.00 to \$145,203.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-87FL-202BD4X25-2505-1487LE4010-001 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 87FL Program (PRC) 202BD4X25 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1487LE4010-001 Amount: \$20,271.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-30PC-202BD4X35-2505-1430EAS037-001 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 30PC Program (PRC) 202BD4X35 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1430EAS037-001 Amount: \$10,000.00</p> <p>Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-C-12-055/0008/004	PAGE 3 OF 33
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NAME OF OFFEROR OR CONTRACTOR
TETRA TECH, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Section B: Clause, EPA-B-16-102, is revised as follows: EPA-B-16-102 ESTIMATED COST AND FIXED FEE (a) The estimated cost of this contract is (b)(4).</p> <p>(b) The fixed fee is (b)(4).</p> <p>(c) The total estimated cost and fixed fee is 145,203.</p> <p>Section B: Clause, EPA-B-32-101, is revised as follows: EPA-B-32-101 LIMITATION OF FUNDS NOTICE (a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of \$(b)(4) is allotted to cover estimated cost. Funding in the amount of \$(b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 6/30/2015. (b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EP 52.216-190), the Limitation of Cost clause shall become applicable. (c) Recapitulation of Funds See attached Recap Sheet</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 07/24/2013 to 06/30/2015 In consideration of the modification agreed to herein as complete equitable adjustments for the Contractor's proposal dated September 3, 2014, the Contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to the proposal.</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 005		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-CP0D-15-00106		5. PROJECT NO. (If applicable)	
6. ISSUED BY (FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		CODE CP0D		7. ADMINISTERED BY (If other than Item 6) CP0D US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		CODE CP0D	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TETRA TECH, INC. 10306 EATON PLACE STE 340 FAIRFAX VA 220302201				(X) 9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				X 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-055 0008			
				10B. DATED (SEE ITEM 13) 07/24/2013			
CODE (b)(4)		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 9 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority) X 1552.217-71 Option to Extend the Term of the Contract & 52.232-20 Limitation of Cost							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return 1 copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: (b)(4) 2013 Watershed Academy and Communications Support							
The purpose of this modification is to decrease Option Period 1 in the amount of \$10,917 (\$ (b)(4) from cost and \$ (b)(4) from fee); 2) to exercise Option Period 2; and 3) to roll forward \$10,917 from Option Period 1 to Option Period 2 (\$ (b)(4) from cost to cost and \$ (b)(4) from fee to fee). See attached Recapitulation of Funds Sheet. TOCOR: Anne Weinberg Max Expire Date: 03/27/2018 LIST OF CHANGES: Reason for Modification : Funding Only Action							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print) George Townsend, Vice President				15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Courtney Stallworth			
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		15C. DATE SIGNED 5/22/2015		15B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)		15C. DATE SIGNED 5/22/2015	
NSN 7540-01-152-8070 Previous edition unusable				STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243			

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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PAGE 2 OF 3

NAME OF OFFEROR OR CONTRACTOR
TETRA TECH, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 2- Option Period I</p> <p>Total Amount changed from \$145,203.00 to \$134,286.00 Obligated Amount for this modification: -\$10,917.00 Incremental Funded Amount changed from \$145,203.00 to \$134,286.00</p> <p>CHANGES FOR ACCOUNTING CODE: 14-15-B-87FP-202BD4X25-2505-1487PE4005-001 Amount changed from \$59,218.00 to \$48,301.00</p> <p>CHANGES FOR LINE ITEM NUMBER: 3- Option Period II</p> <p>Obligated Amount for this modification: \$10,917.00 Incremental Funded Amount changed from \$0.00 to \$10,917.00 Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-87FP-202BD4X25-2505-1487PE4005-001 Beginning Fiscal Year 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 87FP Program (PRC) 202BD4X25 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1487PE4005-001 Amount: \$10,917.00</p> <p>Section B: Clause, EPA-B-16-102, is revised as follows: EPA-B-16-102 Estimated Cost and Fixed Fee Option Period I (a) The estimated cost of this contract is \$(b)(4). (b) The fixed fee is \$(b)(4) (c) The total estimated cost and fixed fee is \$134,286</p> <p>EP 52.216-190- Option Period I The Limitation of Cost Clause now applies.</p> <p>Section B: Clause, EPA-B-16-102, is revised as follows: EPA-B-16-102 ESTIMATED COST AND FIXED FEE Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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3 3NAME OF OFFEROR OR CONTRACTOR
TETRA TECH, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Option Period 2</p> <p>(a) The estimated cost of this contract is \$(b)(4).</p> <p>(b) The fixed fee is \$(b)(4)</p> <p>(c) The total estimated cost and fixed fee is \$98,603</p> <p>Section B: Clause, EPA-B-32-101, is incorporated as follows: EPA-B-32-101 LIMITATION OF FUNDS NOTICE (a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of \$(b)(4) is allotted to cover estimated cost. Funding in the amount of \$(b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 7/7/2015. (b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EP 52.216-190), the Limitation of Cost clause shall become applicable. (c) Recapitulation of Funds See attached Recap Sheet</p> <p>Section F: Clause, EPA-F-12-101, is incorporated as follows: EPA-F-12-101 Period of Performance The period of performance of this contract shall be from 7/24/103 through 6/30/2016 of all required reports Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 FOB: Destination Period of Performance: 07/24/2013 to 06/30/2016 In consideration of the modification agreed to herein as complete equitable adjustments for the Contractor's proposal dated May 8, 2015, the Contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to the proposal.</p> <p>All other terms and conditions shall remain unchanged.</p>				

EP-C-12-055
Task Order 0008

Recapitulation Of Funding To Date By Contract Period

FUNDING ACTION	ESTIMATED COST	FIXED FEE	COST PLUS FIXED FEE
BASE Period			
Initial Award	(b)(4)	(b)(4)	\$60,000.00
Modification 1			\$20,000.00
Total Funded			\$80,000.00
Total Per Contract			\$99,995.77
Balance Unfunded			\$19,995.77
Option Period 1			
Modification 2			\$99,218.00
Modification 3			\$15,714.00
Modification 4			\$30,271.00
Modification 5			-\$10,917.00
Total Funded	\$	\$	\$134,286.00
Total Per Contract	\$	\$	\$134,286.00
Balance Unfunded			\$0.00
Option Period 2			
Modification 5			\$10,917.00
Total Funded			\$10,917.00
Total Per Contract			\$98,603.00
Balance Unfunded			\$87,686.00

EP-C-12-055
Task Order 0008

Recapitulation Of Funding To Date By Contract Period

FUNDING ACTION	ESTIMATED COST	FIXED FEE	COST PLUS FIXED FEE
BASE Period			
Initial Award	(b)(4)	(b)(4)	\$60,000.00
Modification 1			\$20,000.00
 Total Funded			\$80,000.00
Total Per Contract			\$99,995.77
Balance Unfunded			\$19,995.77
 Option Period 1			
Modification 2			\$99,218.00
Modification 3			\$15,714.00
Modification 4			\$30,271.00
Modification 5			-\$10,917.00
 Total Funded	\$	\$	\$134,286.00
Total Per Contract	\$	\$	\$134,286.00
Balance Unfunded			\$0.00
 Option Period 2			
Modification 5			\$10,917.00
 Total Funded			\$10,917.00
Total Per Contract			\$98,603.00
Balance Unfunded			\$87,686.00

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 006		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
6. ISSUED BY (FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		7. ADMINISTERED BY (If other than Item 6) CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		5. PROJECT NO. (If applicable) CPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TETRA TECH, INC. 10306 EATON PLACE STE 340 FAIRFAX VA 220302201		(x) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE (b)(4)		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-055 0008 10B. DATED (SEE ITEM 13) 07/24/2013	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Net Increase:

\$60,021.00

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) EPA-B-32-101, Limitation of Funds Notice

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

2013 Watershed Academy and Communications Support

TOCOR: Anne Weinberg Max Expire Date: 03/27/2018

LIST OF CHANGES:

Reason for Modification : The purpose of this modification is to provide incremental funding to Option Period II in the amount of \$60,021.00.

New Total Amount for this Version: \$98,603.00

New Total Amount for this Award: \$529,390.77

Obligated Amount for this Modification: \$60,021.00

New Total Obligated Amount for this Award: \$285,224.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		18A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Tammy Adams	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	18B. UNITED STATES OF AMERICA ELECTRONIC SIGNATURE (Signature of Contracting Officer)	16C. DATE SIGNED 06/11/2015

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STANDARD FORM 30 (REV. 10-83)
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CONTINUATION SHEET

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2 3NAME OF OFFEROR OR CONTRACTOR
TETRA TECH, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Incremental Funded Amount changed: from \$225,203.00 to \$285,224.00 CHANGES FOR LINE ITEM NUMBER: 3 Obligated Amount for this modification: \$60,021.00 Incremental Funded Amount changed from \$10,917.00 to \$70,938.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-16-B-87EH-202BD4X22-2505-1587HE5005-001 Beginning Fiscal Year 15 Ending Fiscal Year 16 Fund (Appropriation) B Budget Organization 87EH Program (PRC) 202BD4X22 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1587HE5005-001 Quantity: 0 Amount: \$22,500.00 Percent: 22.81878 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-16-B-87FL-202BD4X25-2505-1587LE5004-001 Beginning Fiscal Year 15 Ending Fiscal Year 16 Fund (Appropriation) B Budget Organization 87FL Program (PRC) 202BD4X25 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1587LE5004-001 Quantity: 0 Amount: \$37,521.00 Percent: 38.05259 Subject To Funding: N Payment Address:</p> <p>Section B: Clause, EPA-B-32-101, is revised as follows: EPA-B-32-101 LIMITATION OF FUNDS NOTICE</p> <p>Option Period II Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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3 3NAME OF OFFEROR OR CONTRACTOR
TETRA TECH, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of \$(b)(4) is allotted to cover estimated cost. Funding in the amount of \$(b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 3/19/2016.</p> <p>(b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EP 52.216-190), the Limitation of Cost clause shall become applicable.</p> <p>(c) Recapitulation of Funds See the attached Recapitulation of Funds Sheet</p> <p>(End of clause) Delivery Location Code: CPOD CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>FOB: Destination Period of Performance: 07/24/2013 to 06/30/2016 All other terms and conditions shall remain unchanged.</p>				

**Contract Number EP-C-12-055
Task Order Number 8
Recapitulation Of Funding**

Option Period II from 7/01/2015 to 6/30/2016

Modification 5
Modification 6

(b)(4)

(b)(4)

\$10,917.00
\$60,021.00

Total Funded
Total Task Order
Balance Unfunded

\$70,938.00
\$98,603.00
\$27,665.00

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 007		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-CPOD-15-00158	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE CPOD (FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		7. ADMINISTERED BY (If other than item 6) CODE CPOD CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TETRA TECH, INC. 10306 EATON PLACE STE 340 FAIRFAX VA 220302201		(X) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE (b)(4)		FACILITY CODE		X 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-055 0008 10B. DATED (SEE ITEM 13) 07/24/2013	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Bilateral: FAR 52.232-22 Limitation of Funds

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

2013 Watershed Academy and Communications Support

The purpose of this modification is to shift \$1,312.62 from Option Period I to Option Period II. See revised contract clause.

TOCOR: Anne Weinberg Max Expire Date: 03/27/2018

LIST OF CHANGES:

Reason for Modification: Funding Only Action

CHANGES FOR LINE ITEM NUMBER: 2 (Option Period I)

Obligated Amount for this modification: -\$1,312.62

Continued ...

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) George Townsend, Vice President		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Noelle Mills	
15B. CONTRACTOR/OFFEROR <i>George Townsend</i> (Signature of person authorized to sign)	15C. DATE SIGNED 8/20/2015	16B. UNITED STATES OF AMERICA <i>Noelle Mills</i> (Signature of Contracting Officer)	16C. DATE SIGNED 8/20/15

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Prescribed by GSA
FAR (48 CFR) 53.243

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 007		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-CPOD-15-00158	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE CPOD (FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		7. ADMINISTERED BY (If other than Item 6) CODE CPOD CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TETRA TECH, INC. 10306 EATON PLACE STE 340 FAIRFAX VA 220302201		(X) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE (b)(4)		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-055 0008		10B. DATED (SEE ITEM 13) 07/24/2013	
FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule					
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
CHECK ONE					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority) X Bilateral: FAR 52.232-22 Limitation of Funds					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) DUNS Number: (b)(4) 2013 Watershed Academy and Communications Support					
The purpose of this modification is to shift \$1,312.62 from Option Period I to Option Period II. See revised contract clause. TOCOR: Anne Weinberg Max Expire Date: 03/27/2018 LIST OF CHANGES: Reason for Modification: Funding Only Action CHANGES FOR LINE ITEM NUMBER: 2 (Option Period I) Obligated Amount for this modification: -\$1,312.62 Continued ...					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
			Noelle Mills		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA	
(Signature of person authorized to sign)				(Signature of Contracting Officer)	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-12-055/0008/007PAGE OF
2 3NAME OF OFFEROR OR CONTRACTOR
TETRA TECH, INC.

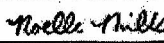
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Incremental Funded Amount changed from \$134,286.00 to \$132,973.38</p> <p>CHANGES FOR ACCOUNTING CODE: 14-15-B-87FP-202BD4X25-2505-1487PE4005-001 Amount changed from \$48,301.00 to \$46,988.38</p> <p>CHANGES FOR LINE ITEM NUMBER: 3 (Option Period II) Obligated Amount for this modification: \$1,312.62 Incremental Funded Amount changed from \$70,938.00 to \$72,250.62</p> <p>CHANGES FOR ACCOUNTING CODE: 14-15-B-87FP-202BD4X25-2505-1487PE4005-001 Amount changed from \$10,917.00 to \$12,229.62 Delivery Location Code: CPOD CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>FOB: Destination Period of Performance: 07/24/2013 to 06/30/2016 All other terms and conditions shall remain unchanged.</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 008		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-OW-15-00692	
5. PROJECT NO. (if applicable)		6. ISSUED BY (FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		7. ADMINISTERED BY (if other than Item 6) CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TETRA TECH, INC. 10306 EATON PLACE STE 340 FAIRFAX VA 220302201		(x) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE (b)(4)		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-055 0008 10B. DATED (SEE ITEM 13) 07/24/2013	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 16, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule		Net Increase:		\$9,200.00	
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
CHECK ONE					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority) X Unilateral; FAR 52.232-22 Limitation of Funds					
E. (IMPORTANT: Contractor <input checked="" type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) DUNS Number: (b)(4) The purpose of this modification is to provide \$9,200 of funding for Option Period II.					
TOCOR: Anne Weinberg Max Expire Date: 03/27/2018 LIST OF CHANGES: Reason for Modification: Funding Only Action					
CHANGES FOR LINE ITEM NUMBER: 3 (Option Period II) Obligated Amount for this modification: \$9,200.00 Incremental Funded Amount changed from \$72,250.62 to \$81,450.62 Continued ...					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)		15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Noelle Mills			
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED		15B. UNITED STATES OF AMERICA <i>Noelle Mills</i> (Signature of Contracting Officer)	
				16C. DATE SIGNED 09/16/2015	
NSN 7540-01-152-8070 Previous edition unusable		STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243			

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-12-055/0008/008PAGE OF
2 3NAME OF OFFEROR OR CONTRACTOR
TETRA TECH, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>NEW ACCOUNTING CODE ADDED: Account code: 15-16-B-87EK-202BD4X22-2505-1587KE5014-001 Beginning Fiscal Year 15 Ending Fiscal Year 16 Fund (Appropriation) B Budget Organization 87EK Program (PRC) 202BD4X22 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1587KE5014-001 Amount: \$9,200.00 Delivery Location Code: CPOD CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>FOB: Destination Period of Performance: 07/24/2013 to 06/30/2016 All other terms and conditions shall remain unchanged.</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 009		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-R4-16-00098		5. PROJECT NO. (If applicable)	
6. ISSUED BY (FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		CODE CPOD		7. ADMINISTERED BY (If other than Item 6) CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		CODE CPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TETRA TECH, INC. 10306 EATON PLACE STE 340 FAIRFAX VA 220302201				(x)		9A. AMENDMENT OF SOLICITATION NO.	
						9B. DATED (SEE ITEM 11)	
				x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-055 0008	
						10B. DATED (SEE ITEM 13) 07/24/2013	
CODE (b)(4)		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule				Net Increase:		\$10,000.00	
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE		A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
X		D. OTHER (Specify type of modification and authority) Unilateral: FAR 52.232-22 Limitation of Funds					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: (b)(4)							
TOCOR: Anne Weinberg Max Expire Date: 03/27/2018							
LIST OF CHANGES: Reason for Modification : Funding Only Action							
This modification is issued to incorporate the following contractual changes:							
1. To provide \$10,000.00 in incremental funding for Option Period II.							
2. To update the Limitation of Funds Notice clause.							
3. All other terms and conditions remain unchanged.							
CHANGES FOR LINE ITEM NUMBER: 3							
Obligated Amount for this modification: \$10,000.00							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Noelle Mills			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		15B. UNITED STATES OF AMERICA		15C. DATE SIGNED	
(Signature of person authorized to sign)				 (Signature of Contracting Officer)		ELECTRONIC SIGNATURE 01/22/2016	
NSN 7540-01-152-8070 Previous edition unusable				STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243			

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-12-055/0008/009

PAGE 2 OF 3

NAME OF OFFEROR OR CONTRACTOR
TETRA TECH, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Incremental Funded Amount changed from \$81,450.62 to \$91,450.62</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 16-17-B-04W00WD-ZZZGF2-2561-1604VX6001-001 Beginning Fiscal Year 16 Ending Fiscal Year 17 Fund (Appropriation) B Budget Organization 04W00WD Program (PRC) ZZZGF2 Budget (BOC) 2561 Job # (Site/Project) Cost Organization DCN-LineID 1604VX6001-001 Quantity: 0 Amount: \$10,000.00 Percent: 10.14168 Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Section B: Clause, EPA-B-32-101, is incorporated as follows:</p> <p>EPA-B-32-101 LIMITATION OF FUNDS NOTICE (a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of \$(b)(4) is allotted to cover estimated cost. Funding in the amount of \$(b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 05/27/2016.</p> <p>(b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EP 52.216-190), the Limitation of Cost clause shall become applicable.</p> <p>(c) Recapitulation of Funds are shown on the attached. Delivery Location Code: CPOD CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-12-055/0008/009PAGE OF
3 3NAME OF OFFEROR OR CONTRACTOR
TETRA TECH, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Mail Code: NWD Cincinnati OH 45268 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 FOB: Destination Period of Performance: 07/24/2013 to 06/30/2016				

Contract EP-C-12-055, Task Order 0008 Option Period II recapitulation shown below:

Option Period II from 7/01/2015 to 6/30/2016			
	Estimated Cost	Fixed Fee	Cost Plus Fixed Fee
Modification 5	\$ (b)(4)	\$ (b)(4)	\$10,917.00
Modification 6	\$	\$	\$60,021.00
Modification 7			\$1,312.62
Modification 8			\$9,200.00
Modification 9			\$10,000.00
Total Funded	\$	\$	\$91,450.62
Total Task Order	\$	\$	\$98,603.00
Balance Unfunded			\$7,152.38

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 010		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-CPOD-16-00023	
6. ISSUED BY (FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		CODE CPOD		5. PROJECT NO. (If applicable)	
		7. ADMINISTERED BY (If other than Item 6) CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		CODE CPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TETRA TECH, INC. 10306 EATON PLACE STE 340 FAIRFAX VA 220302201		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-055 0008	
				10B. DATED (SEE ITEM 13) 07/24/2013	
CODE (b)(4)	FACILITY CODE				

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule Net Increase: \$1,158.17

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Unilateral: FAR 52.232-22 Limitation of Funds

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

TOCOR: Anne Weinberg Max Expire Date: 03/27/2018

LIST OF CHANGES: Reason for Modification : Funding Only Action

This modification is issued to add funding to Option Period I from the Fiduciary Reserve to pay for indirect rate adjustment voucher #50972535. All other terms and conditions remain unchanged.

CHANGES FOR LINE ITEM NUMBER: 2

Obligated Amount for this modification: \$(b)(4)
Incremental Funded Amount changed from \$(b)(4) to \$(b)(4)

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Noelle Mills	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

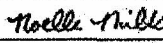
CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-12-055/0008/010PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
TETRA TECH, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR ACCOUNTING CODE: 14-15-B-87FL-202BD4X25-2505-1487LE4003-001 Amount changed from \$(b)(4) to \$(b)(4) Percent changed from 27.54764 to 30.64964</p> <p>Section B: Clause, EPA-B-32-101, is incorporated as follows: EPA-B-32-101 LIMITATION OF FUNDS NOTICE</p> <p>EPA-B-32-101 LIMITATION OF FUNDS NOTICE (a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of \$(b)(4) is allotted to cover estimated cost for Option Period I. Funding in the amount of \$(b)(4) is provided to cover the corresponding increment of fixed fee for Option Period I. The amount allotted for costs is estimated to cover the contractor's performance through June 30, 2015.</p> <p>(b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EP 52.216-190), the Limitation of Cost clause shall become applicable.</p> <p>(c) Recapitulation of Funds is on the attached page. Delivery Location Code: CPOD CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 07/24/2013 to 06/30/2016</p>				

Contract EP-C-12-055, Task Order 0008 Option Period I recapitulation shown below:

	Option Period 1 7/01/2014 to 6/30/2015		
Modification 2	(b)(4)	(b)(4)	\$99,218.00
Modification 3			\$15,714.00
Modification 4			\$30,271.00
Modification 5			-\$10,917.00
Modification 7			-\$ (b)(4)
Modification 10			\$
Total Funded	\$		\$134,131.55
Total Task Order	\$		\$145,203.00
Balance Unfunded			\$11,071.45

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 3									
2. AMENDMENT/MODIFICATION NO. 011		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-OW-16-00191		5. PROJECT NO. (If applicable)								
6. ISSUED BY (FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		CODE CPOD		7. ADMINISTERED BY (If other than Item 6) CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		CODE CPOD								
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TETRA TECH, INC. 10306 EATON PLACE STE 340 FAIRFAX VA 220302201				(x) 9A. AMENDMENT OF SOLICITATION NO.										
				9B. DATED (SEE ITEM 11)										
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-055 0008										
CODE (b)(4)		FACILITY CODE		10B. DATED (SEE ITEM 13) 07/24/2013										
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS														
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.														
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule				Net Increase: \$7,152.38										
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">CHECK ONE</td> <td>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</td> </tr> <tr> <td></td> <td>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</td> </tr> <tr> <td></td> <td>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</td> </tr> <tr> <td style="text-align: center;">X</td> <td>D. OTHER (Specify type of modification and authority) Unilateral: FAR 52.232-20 Limitation of Cost</td> </tr> </table>							CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:	X	D. OTHER (Specify type of modification and authority) Unilateral: FAR 52.232-20 Limitation of Cost
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X	D. OTHER (Specify type of modification and authority) Unilateral: FAR 52.232-20 Limitation of Cost													
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.														
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)														
DUNS Number: (b)(4)														
TOCOR: Anne Weinberg Max Expire Date: 03/27/2018														
LIST OF CHANGES: Reason for Modification : Funding Only Action														
This modification is issued to incorporate the following contractual changes: 1. To provide incremental funding in the amount of \$7,152.38 for Option Period 2. This increase fully funds Option Period 2. 2. To update the Limitation of Funds Notice clause as shown on the attached. 3. All other terms and conditions remain unchanged.														
CHANGES FOR LINE ITEM NUMBER: 3														
Continued ...														
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.														
15A. NAME AND TITLE OF SIGNER (Type or print)				15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)										
				Noelle Mills										
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		15B. UNITED STATES OF AMERICA		15C. DATE SIGNED								
(Signature of person authorized to sign)				 (Signature of Contracting Officer)		03/15/2016								
NSN 7540-01-152-8070 Previous edition unusable				STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243										

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-12-055/0008/011PAGE OF
2 3NAME OF OFFEROR OR CONTRACTOR
TETRA TECH, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Obligated Amount for this modification: \$7,152.38 Incremental Funded Amount changed from \$91,450.62 to \$98,603.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-16-B-87FL-202BD4X22-2505-1687LE6003-001 Beginning Fiscal Year 15 Ending Fiscal Year 16 Fund (Appropriation) B Budget Organization 87FL Program (PRC) 202BD4X22 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1687LE6003-001 Quantity: 0 Amount: \$7,152.38 Percent: 7.25371 Subject To Funding: N Payment Address:</p> <p>Delivery Location Code: CPOD CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 FOB: Destination Period of Performance: 07/24/2013 to 06/30/2016</p>				